

Town of Southington

Information Technology Committee

RICHARD LOPATOSKY, CHAIRMAN
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MINUTES

INFORMATION TECHNOLOGY COMMITTEE

DECEMBER 1, 2010

Meeting called to order 3:05 p.m.

Present were: John Weichsel, Ed Pocock III, Buddy Clark, Richard Lopatosky, John DeGioia, Sue Smayda, Brian Lastra, Chuck Motes and Marilyn Dorau

Approval of Minutes: Motion Ed Pocock III, second John DeGioia – Unanimous

Upgrade of Network: Meeting with CCS Friday to discuss the upgrade and move of the system to the Town Hall and coordinating with Cox Business.

Bulky Waste Permits: Both first and second scanners working well.

Assessment/Tax Collection Application: Reviewed proposal. Recommendation to transfer \$20,000 from Assessment re-valuation account to apply to the down payment and save the town \$27,000 if applied before 12-31-10. Remove from capital improvement budget. Upgrade and transfer must be approved by Board of Finance at next meeting. Motion to approve: Ed Pocock III, Second – Buddy Clark – unanimous.

Capital Improvement Plan –Budget presented and explained, the combined total of the three Capital Budget request is the same amount as last year. Motion to approve budget: Sue Smayda, second – John DeGioia – unanimous. Ed Pocock III commended Richard on a job well done for his selection of the computer environment that is being installed with the move to Town Hall.
Approved capital plan attached.

Old Business – None

New Business - None

Motion to adjourn by Chuck Motes, second – Sue Smayda – unanimous.

Meeting adjourned at 3.23 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>	-17,216	
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>		-10,509
PROPOSAL Total - Multi-Year Payment Option Available (see below)---->		85,027
<i>TOTAL DISCOUNT of 24% expires 12/31/2010 ----></i>	27,725	
OPTIONAL HARDWARE & SERVER		
SERVER		
Microsoft PC Server (see Jeff's Site Survey page 8 dated 10-21-2009)		
--- 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	27,248
WORKSTATIONS & SERVER "not to exceed" ---->		98,286

RWA Multi-FISCAL YEAR Payment Plan

Payment Options (multi year includes a annual 7.5% carrying fee after 1st year)

	Year 1 7.1.2011	Year 2 7.1.2012	Year 3 7.1.2013	Total 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

Breakdown of Equipment needed for Upgrade

Category	Item Description	Specifications	Unit \$	Qty	Extended \$
Workstations	Small Form Factor PC with Monitor	Energy Star Compliant, 4GB RAM, 2.88MHz, Wireless	1,400	9	12,600
Validation Printer	POS Printer	40 columns, impact parallel	650	4	2,600
Bar Code Scanner	Bar Code Scanner	USB Connect, optical	350	4	1,400
Printer	Small Desktop Laser Printer	24ppm & up to 8,000/month	325	4	1,300
Printer/Scanner	Laser MFD		400	1	400
Printer/Scanner	Laser MFD High Volume	31ppm, duplex, ADF	2,000	1	2,000
Connectivity	Cabling, Cisco Switch or Cisco Wireless Access Point	CAT6 Ethernet cable, 24 port managed switch	1,880	1	1,880
Services	Installation of cabling, switch or wireless access point	Installation and configuration of devices to work with LAN	140	20	2,800
License	SQL 2005 CAL		14	162	2,268
					\$27,248

Minimum Hardware Requirements

Workstation:

- Microsoft Windows 7 Professional Operating System
- Intel Core i7 Processor 2.93 GHz, 8MB Cache
- 4 GB of RAM
- 250 GB of free disk space
- Screen Resolution 1024 x 768 or better
- Laser Printer attached locally or via LAN
- Approved validation printer (required for cash register function only)
- Approved bar code scanner (required for cash register function only)

The installation of this will be coordinated with the upgrade of the network/move of servers to Town Hall. An additional server will not be necessary; it will be incorporated in the new servers. Only additional Microsoft SQL CAL must be purchased.



Town of Southington

Information Technology Committee

Richard Lopatosky, Chairman
Marilyn Dorau, Secretary

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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.*



Town of Southington

Information Technology Committee

GIS Breakdown for Fiscal Year 2011/2012

What initially started as a GIS budget has expanded as more data is now being digitized and made available on the computer. Our goal is to continue to digitize the data and to integrate this data so that it is accessible from one application - the GIS system.

Budget Proposed

Database/Procedure Development

Development of procedures and adjust formats of data so that the information maintained by the different departments that is linked to the GIS database can be shared and distributed. This is the next step that needs to be taken in the development and distribution of GIS information. This involves database development and coordination with the individual departments. Further work must include better integration of AutoCAD which is used in Engineering with the GIS system. New procedures must be developed to be sure the new data layers collected will be updated. Our goal is to have the various departments to update the data fields that they maintain directly into the GIS system.

Data Development/Sharing/Distributed	\$20,000
Highway Department Data Entry & Maintenance	\$5,000
Police/Fire Department Data Entry & Maintenance	\$10,000
Database/Procedure Development Total:	\$35,000

Computer Software /Configuration

Configuration of software to enhance the use of the data by the viewers. GIS ArcIMS is for web site development that will allow the public easier access to various layers of information in the GIS. Currently it is cumbersome as maps are accessed as individual PDF files. With ArcIMS the public can access any part of the Southington map without exiting the map. They will be able to pan or move the map to the desired area or access by property location information. Additional development is needed to enable various layers of information to be selected and displayed. Permit Tracking and Management System is for the Integration of the Permit System with the LaserFiche (scanning of maps and documents) and with Cott Systems which is used for the land records in the Town Clerk's office.

Our goal is to not only have all permits on the system, but to now have access to all land related documents from the GIS system. Map Scanning - Large maps are to be scanned into the computer system. These maps from multiple departments: Building, Planning, Zoning, Engineering, Water Pollution Control, Sewer and Health. They will not only be stored on the computer system, but they will be able to be viewed and printed as needed. Having these maps in the computer network will enable the various departments to have easier access to the maps. The various departments will also be able to move the current maps to a different storage location freeing up badly needed space.

GIS ArcIMS Web Site Development	\$25,000
Permit Tracking and Management System	\$0
Public Works: Project Tracking, Work Orders, Job Costs	\$0
Integrating Permits with Laserfiche and with Cott Systems	\$0
Map Scanning	\$0
Computer Software/Configuration Total:	\$25,000

TOTAL: **\$60,000**



Town of Southington
Information Technology Committee

Connectivity Breakdown for Fiscal Year 2011/2012

	<i>Budget Original</i>
	<i>Proposal</i>
Company 3 Node	\$50,000
Installation expands area of wireless coverage	
Mercury Modems for Departments	\$0
These will enable the Department such as Health, Building, Planning, Highway and Engineering to connect to the network and view and/or update data while at any location in town - access GIS as well. This includes the installation and programming of each	
NetMotion Software & Server	\$0
This will enable departments while in the field to move from one node to the next seamlessly.	
Total:	\$50,000

Once completely installed, our wireless network will eliminate the need for the T1 lines and the DSL lines that are currently used to transport data on our network. Currently we spend \$26,600 annually for these lines.



Town of Southington
Information Technology Committee

Public Safety/Town Hall Infrastructure for Fiscal Year 2011/2012

**Budget
Proposal**

Town Hall

Server - Domain Controller	5,753
Server 2008 Open Lics w/ CALS	2,774
Services - Design, Document & Stage New Domain	6,000
Services - Migrate to New Domain (estimate)	12,000
Tape Backup SAS Tape Library	7,500
3Yr Extended Support	2,747
Ultrium 5 Backup, Data Protector with Cartridges	9,212
3 yr Extended Support	4,435
Server - Virtual Host	13,870
Vmware Vsphere Bundle	614
Windows Server DataCenter License	3,095
Services - Install & Configure Virtual Server Environment	3,600
Services - Install & Configure Symantec End Point	2,400
Cisco Switch 3750G	0
Cisco 1 YR Smartnet 24x7x4hour	0
Cisco Switch 2960	0
Cisco 1 YR Smartnet 24x7x4hour	0
Server - Virtual Hosts (2)	0
Vmware vSphere Essentials Plus for 3 hosts	0
	<hr/>
	\$74,000

This is a continuation of the process of moving the DataCenter from the Gura Building to the Town Hall. New servers and configuration with Vmware build redundancy into network. If there is a problem with one server, the operation immediately moves to the other servers. No loss of time by the users.

**TOWN OF SOUTHLINGTON
CAPITAL IMPROVEMENT PLAN
FISCAL 2011 - 12 THROUGH FISCAL 2016 - 17**

DEPARTMENT: Information Technology	PROJECT TITLE: GIS/Permits/Document Scanning
	FISCAL YEAR PROPOSED: 2011/12 thru 2016/17

DESCRIPTION:
Our goal is to continue to digitize the data and to integrate this data so that it is accessible from one application - the Geographical Information System(GIS). Layers of information are constantly being developed, updated and enhanced. They must be integrated with the GIS system. This allows access to this information from one source. Health Department is our test department for the use of tablet laptops in the field to access the current data using the wireless network. Other departments to follow are Building, Engineering, and Planning and Zoning. Departments should be able to update the data associated with their department dynamically. This update of their data should be automatically reflected in the GIS system without the need of a consultant. This integration needs to be further developed. All of this data is to be distributed and share with the public through the Internet. Acquisition of software and development of the web site must be done to make all data easily accessible to the public via the Internet. Parcel selection and the ability to view layers of data with the 'click of the mouse' is the goal. Integration of the GIS, Permits and Laserfiche application is part of the plan. Giving access to users to as much information as possible when in the field will make for more informed decisions. Map scanning - large maps are to be scanned into the computer system using Laserfiche. They will not only be stored on the system but will be able to be viewed and printed as well.

\$60,000 \$150,000 \$150,000 \$150,000 \$150,000
PROJECT COST: 660,000

<u>FUNDING SOURCE:</u>	<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>
GRANT						
CASH APPROPRIATION						
BOND						
TOTAL	0	0	0	0	0	0

**TOWN OF SOUTHLINGTON
CAPITAL IMPROVEMENT PLAN
FISCAL 2011 - 12 THROUGH FISCAL 2016 - 17**

DEPARTMENT: Information Technology	PROJECT TITLE: <p style="text-align: right;">Town-wide Networking</p> FISCAL YEAR PROPOSED: 2011/12 thru 2016/17
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DESCRIPTION:
Town-wide network is a priority. It must be expanded to be completed. Completion of the wireless portion will enable all departments, even those in remote locations, fast access to the data that they need. Health, Building, Planning, Assessment and Engineering Departments will be able to use laptops to complete their work on-site and the information will be sent to the servers immediately. The advantages and efficiencies are apparent to all who use and access the data. Remote locations such as Police, Fire, Highway and Water Pollution Control will now have quick access to map data with all of its various layers that are now too cumbersome for the T1 lines now being used to connect these departments.

\$ 50,000 \$ 60,000 \$ 60,000

PROJECT COST: 170,000

<u>FUNDING SOURCE:</u>	<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>
GRANT000000
CASH APPROPRIATION000000
BOND000000
TOTAL000000

**TOWN OF SOUTHLINGTON
CAPITAL IMPROVEMENT PLAN
FISCAL 2011 - 12 THROUGH FISCAL 2016 - 17**

DEPARTMENT: Information Technology	PROJECT TITLE: Public Safety - Town Hall Infrastructure
	FISCAL YEAR PROPOSED: 2011/12 through 2016/17

DESCRIPTION:
In preparation for the high speed internet connection to the Town Hall and the upgrade and move of servers from the Town Hall Annex to the Town Hall, an audit of our entire network was done. This includes not only the servers and network at the Town Hall, but those at the Public Library, Highway Department, Community Services, Water Pollution Control Facility, Calendar House and Fire Department. As new equipment and software are being installed we want to be sure that all assets of our entire town-wide network are taken into consideration to be sure all function smoothly and efficiently. We are building redundancy into our network to ensure that if one server fails another immediately takes its place. This is being done with the use of Virtual Server Technology Citrix Server component and thin clients are planned. Problems with thin clients are fixed extremely fast. Our goal is to get the entire town network to work more efficiently; more efficient use of the resources available to users.

\$ 74,000 \$ 74,000 \$ 25,000

PROJECT COST: 173,000

<u>FUNDING SOURCE:</u>	<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>
GRANT						
CASH APPROPRIATION						
BOND						
TOTAL	0	0	0	0	0	0