



# City of Brockton

## Information Technology Board

**LINDA M. BALZOTTI**  
MAYOR

**BILL SANTOS**  
CHAIRMAN

*Members; Bill Carpenter, Brian Creedon, Lauren DeFilippo, Neal Fama, Aldo Petronio, Todd Petti, Scott Shields, Paul Sullivan*

Date: December 3, 2012  
To: IT Board Members  
From: Bill Santos, Chairman

Re: Minutes of Meeting November 14, 2012

Call to Order: 9:07

Members Present: Brian Creedon, Lauren Defilippo, Neal Fama Bill Santos, Scott Shields, Paul Sullivan

Members Not Present: Bill Carpenter, Aldo Petronio, Todd Petti,

Approval of Minutes – The minutes of the October 10, 2012 meeting were accepted.

Old Business – The board discussed various technology issues.

Chairman Bill Santos told the board that Phase V of the Fiber Project has started and that they have gotten a fair amount of work done.

The MUNIS upgrade has been completed.

The IT department has begun to reach out to city departments, researching how they store their respective records in a pursuit to automate paper records throughout the City.

Member Brian Creedon told the board that the meter program is 80% done and should be completed by spring.

Member Neal Fama told the board that the school department will deploy a video conference system to all schools and that the project will get underway next week.

Discuss Policies, Procedures and Standards – Bill told the board that he continues to gather information on “On Call” policies that will be suitable for the IT Staff.

New Business – Member Scott Shields told the board that all servers at the police station are now virtual and he is working with the IT Department on updating the email system. Scott also told the board that the Police department is looking into a mobile app.

*“City of Champions”*

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Member Lauren Defilippo told the board about a storm emergency phone line in the Mayor's Office and a new page was created on the website regarding storm emergencies.

Meeting Adjourned: 10:09

Next meeting will be Wednesday, December 12, 2012 at 9:00am in the GAR room at City Hall.

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