



**Technology and Communications Commission**  
**Tuesday, February 1, 2022, 7:00 p.m.**  
**Council Chamber, Town Hall**  
**Agenda**

- Call to Order
- Establish Quorum
- Pledge of Allegiance
- Approval of Minutes
  - January 4, 2022, Meeting Minutes
- Petitioners
- Old Business
  - Phone System Request for Proposal Discussion
  - The Fiscal Year 2023 budget presentation and budget discussion
  - Subcommittee Reports
    - ◆ Economic Development/Mason Enterprise Center Partnership, Binkley
- New Business
- Commissioner Comments
- Council Member Comments
- Adjourn

*If you require any type of reasonable accommodation as a result of a physical, sensory or mental disability, to attend and/or participate in this meeting, please contact Jakub Jedrzejczak, Director of Information Technology, 703-771-2708. Three days' advance notice is requested.*

**Technology & Communications Commission**  
**DRAFT MINUTES**  
**January 4, 2022**

Commission Members Present: Peter Hill, Chair  
John Binkley Vice Chair (Remote Participation)  
Aaron Nadler  
Richard Jackson  
Katherine Johnson  
Daoud Ahmed (Remote Participation)

Commission Members Absent: Jack Curtis

Council Liaison Absent: Neil Steinberg

Staff Present: Jakub Jedrzejczak  
John Callahan

1. Call to Order 7:03PM
2. Establish Quorum,
3. Pledge of Allegiance
4. Approval of Minutes
  - a. December 7, 2021. Motion to approve Nadler, Jackson 2<sup>nd</sup>. Motion passes 6-0.
5. Petitioners – None.
6. Old Business
  - a. Technology and Communications Technology, Ideas, and Proposed Priorities.
    - i. Hill, gave an overview of the presentation as prepared for the Council Meeting.
    - ii. Jedrzejczak, need to change the Slide 3 - Weakness, MUNIS Functionality has been upgraded. I will add a checkbox the slide.
    - iii. Callahan, update of the upgrade happened November 23<sup>rd</sup>.
    - iv. Hill, will take any changes to the presentation between now and the 10<sup>th</sup>.
    - v. Callahan, there is a new presentation review process, and needs to be submitted by January 7<sup>th</sup>.
    - vi. Hill, will send the finished presentation to John (Callahan) on Thursday evening.
7. Subcommittee Reports
  - a. Economic Development/Mason Enterprise Center Partnership – None
8. New Business
  - a. Elections
    - i. Chair – Nomination for Peter Hill to be Chair, Jackson, 2<sup>nd</sup> Johnson. Election of Chair 6-0. Peter Hill is elected to remain as Chair of the Commission.
    - ii. Vice Chair – Nomination for John Binkley to be Vice Chair, Nadler, 2<sup>nd</sup> Jackson. Election of Vice Chair 5-0-1 Binkley Abstained. John Binkley is elected to remain as Vice Chair of the Commission.

- b. The Fiscal Year 2023 additional budget information presentation and budget discussion
    - i. Jedrzejczak presents an overview of the budget process for the Commission.
    - ii. Jedrzejczak, presents the projects being proposed for the FY2023 budget.
    - iii. Hill, Are E-signatures going to be internal use or could it be used by the public
      - 1. Jedrzejczak, the Town is doing an inventory of what process could utilize the e-signature, which could possibly be externally used.
    - iv. Jackson, Would the security audit be done by an outside company?
      - 1. Jedrzejczak, absolutely.
  - c. Phone System Internal Request for Information – Survey Results
    - i. Jedrzejczak, gives an overview of the existing and proposed phone system and internal survey results for providing a new system.
    - ii. Hill, did you back out the savings from the new phone system?
    - iii. Jedrzejczak, we have not provided the offset costs.
    - iv. Hill, provide a slide, with new cost, current system cost, and new cost for the system. To show what the incremental cost will be for the new system.
  - d. Rules of Remote participation
    - i. Callahan, two times to participate electronically per year, unless it is a declared emergency.
    - ii. Callahan, let the Chair now at least the day before if not the day of the meeting, if you will not be attending so we can accommodate the commissioner with a phone number to call into the system.
    - iii. Hill, Will the Town allow more remote meeting capability?
    - iv. Callahan, unless there are changes in legislation at the Statehouse to allow for more virtual meetings, then the Town will remain the same with in person meetings.
9. Commissioner Comments
- a. Hill, Thank you for your support.
  - b. Hill, who is coming on Monday to the Council Meeting?
    - i. Jackson, Yes
    - ii. Binkley, Yes
    - iii. Johnson will check her calendar.

10. Adjourn 7:41PM. Motion to adjourn - Jackson, Johnson 2<sup>nd</sup>, passes 6-0.

Next Meeting: February 1, 2022