

TASK FORCE TO STUDY CONVERTING LEGISLATIVE DOCUMENTS FROM PAPER TO ELECTRONIC FORM

MEETING SUMMARY

**October 26, 2010
(Revised)**

Members Present: Beverley Henry, Chair , Paul Alderucci, John Barry, Bree Berner, Brooks Campion, Anne Foley, Tim Kehoe, Susan Keane, Andrea Keilty, Art Mongillo, Colleen Murphy, Paula Pearlman, Paul Pimentel, Barbara Sladek, and Millie Torres-Ferguson

Members Absent: Senator Joseph Crisco, Jr., Chair, Anne Brennan Carroll, Alfonso Robinson, and Kendall Wiggin.

Others Present: Sandra Forte', John Harnick, Mary Kula, Nancy Peluso and Marilyn Scola

Beverley Henry called the meeting to order at 3:00 P.M.,and followed with the introduction of members. She stated for the record that Senator Crisco was absent due to legislative business in his district.

The task force meeting summary for September 28, 2010 was approved on voice vote.

Barbara Sladek, from the Secretary of the State Office, suggested that the task force define the scope of study, review current laws related to legislative documents, review related freedom of Information law issues and determine ways in which the legislature can reduce cost through elimination or reduction of printing.

Barbara submitted the following statutes: CGS 2-10, CGS 2-11, CGS 2-13, CGS 2-17, CGS 2-23, CGS 2-23a, CGS 2-24, CGS 2-26, CGS 2-27, CGS 2-29, CGS 2-30, CGS 2-46, CGS 2-49, CGS 2-53, CGS 2-56, CGS 2-57, CGS 3-80a, CGS 3-81, CGS 3-84, CGS 3-85, CGS 3-86, CGS 11-1a, CGS 11-2, CGS 11-19b, CGS 11-19e, CGS 27-134 and Joint Rules 6b and 17c as documents that should be reviewed.

Marilyn Scola presented feedback from the Legislative Commissioners' Office (LCO) as it relates to elimination of public hearing transcripts and elimination of paper copies of legislative documents. CGS sec. 2-11, 2-13 and 2-46(b) contemplate transcripts being available.

John Barry recommended that the statutes be reviewed during the next legislative Session because the language has not kept up with technology.

Beverley Henry suggested that a survey be conducted to determine a list of the necessary hard copies that certain offices (LCO, OLR, OFA, HCO and SCO) would require to carry out their legislative duties.

John Harnick, the Financial Administrator, Office of Legislative Management was asked to prepare a list of daily documents as well as cost per document. The Task Force requested that he check the terms of the printing contract to determine if a reduction in quantity would yield a significant reduction in cost.

Brook Campion asked if Legislative Management could increase the number of electrical outlets available to the public.

John Harnick also stated that currently 900 bulletins are printed during the Session each day at a cost of \$16.49 a page. We could reduce the cost of the bulletin by eliminating pages. In addition, there are 800-900 Journals and calendars printed daily. Paul Pimentel suggested that Senate Calendars be printed only on Session days. It was suggested that additional copies of documents can be produced by the Copy/Supply Center.

Brooks Campion, President of the Association of Connecticut Lobbyists, read a preliminary recommendation from the lobbyist. Some of their suggestions included:

- Not to eliminate the printing of daily documents. Print fewer instead.
- Reduce printing the committee assignments and contact information in the legislative bulletin to once a week.
- Print the Senate and House Calendars only on Session days
- Develop a different strategy to enable public hearing transcripts to be printed.
- Enable ITS to accommodate increased website activity.

Nancy Peluso, read a memo from State Librarian Kendall Wiggin with the State Library's recommendations: Some of their concerns included:

- Any record that has permanent or archival value can be digitized but a human readable copy (usually microform) must be maintained.
- Audio recordings without a transcript are unusable for legal research or citation purposes
- Presently there is no technology available that enables indexing of audio files to the level of detail needed to locate discussion on specific bills
- MP3 files are easily downloaded and edited. What will constitute the official audio file?

Paul Alderucci asked if there will be a savings on transcription of House and Senate Sessions for 2011 since the recording will be converting from tape to digital. The cost per page for tape is \$7.25 and digital is \$6.25.

Paul Alderucci provided responses to the following questions submitted by Beverley Henry to ITS:

- will current system capacity allow MP3s to be posted on committee websites;
- what would be needed to accomplish item #1 and the estimated upgrade cost;
- is the current ITS infrastructure capable of handling the increased demand and;
- will OLM be providing additional computers and printers for public use.

Paul informed the meeting that MP3s can be posted on each committee webpage for this year but moving forward we will have to make upgrades at a cost of approximately \$100,000. Every five years after the initial implementation, ITS will have to budget approximately \$50,000 for storage and licensing and an additional \$25,000 for a new webserver. It will take approximately 200 hours of programming time to accomplish this goal and if we move forward we would have to delay other projects or we would have to hire consultants. ITS will be able to provide additional computers and printers for public use but OLM will have to designate the locations. We have monitored the infrastructure during session and determined that on a peak day we reach about 40% of our bandwidth capacity and the wireless system is also ok.

A request was made for OLM to work with ITS to set up a website for the task force.

Beverley Henry announced that the Task Force would have a Public Hearing on November 18th at 2:00 P.M. followed by a meeting.

The meeting was adjourned at 4:57 P.M.