ITAC Minutes - March 16, 2006

Minutes
Information Technology Advisory Committee
March 16, 2006

Members
   Dan Dunn
   *Steve Meister
   *Kevin Koch
   *David Good
   Thomas Scotto
   Michael Quinn, Cable Advisory Committee designee
      *Ruth Lewis, Comptroller
   *Steve Mazzola, Director of Technology, Schools
   Vacant, Chief Financial Officer, Schools
   Corinne Rainville, Town Clerk
   *Nancy Galkowski (for Brian Sullivan, Town Manager)
  Bob Greeley, Director of Assessments
  Joe Miksis, Director of Data Processing
  Fred Fantini, Acting Town Treasurer
     *Alan Jones, Finance Committee and Capital Planning Committee designee

Others Present: Satwik Seshasai, Charles Norton

1. **Approval of Minutes – February 16, 2006**
       Committee members reviewed the minutes of February 16, 2006.

2. **Update on Website development**
       Mrs. Galkowski indicated that the revised website should be on line within 2 weeks. The Town Manager was working with the Treasurer's office to provide on-line payments of bills. It was hoped that that would be launched with the new website.

3. **Discussion of Needs Assessment and Scheduling of meetings**
       Ruth Lewis reported that she had conducted the needs assessment interview with the library and would be writing up the information for our report. Some of the items that were discussed included upgrading the PC's, fiber at the Fox Library, fire alarm at the Robbins Library being moved underground, intermediate training, using access as a database, an intercom system on the phone, and voice messaging on the main phone line.
       The committee discussed some of the items it thought would be important in the final report. These included: pulling together commonalities across department, associating needs with the goals of the department, highlighting productivity and savings, the increased departmental needs, and a statement of the technological infrastructure load – what is our target and what the gap to get there is.
       Committee members will conduct at least 2 needs assessments by the next meeting.

4. **Other business, next meeting**
       Mrs. Galkowski indicated that there was a roundtable discussion being held on March 23, 2006 on deploying municipal wireless networks. Committee members were asked if they were interested in

attending. Ruth Lewis, Nancy Galkowski and Charles Norton will attend.

The next meeting will be held on Thursday, April 13, 2006 due to school vacation week.