ITAC Minutes - May 17, 2006

Minutes
Information Technology Advisory Committee
May 17, 2006, 6PM

Members:
Dan Dunn
Nancy Galkowski, Deputy Town Manager
Stephen Gilligan, Treasurer
David Good
Kevin Koch
Ruth Lewis, Comptroller
Susan Mazzarella, CFO, Schools
Steve Mazzola, Director of Technology of Schools
Steve Meister
Joe Miksis, Director of Data Processing

Others present: Adam Glick, Annie LaCourt, Charles Norton

1. Approval of minutes
The minutes of 4/13 were approved without dissent.

2. Review of Draft Report to Town Meeting
The report was discussed. It is too late for regular town meeting, but it will be included in the Annual Report and maybe a special Town Meeting. The inclusions of reference to the WebQA ticket software, and a request from Alan Jones were discussed.

3. Needs Assessments
Annie LaCourt reported on the DPW department. The GIS system is different than other groups, but very important to the department. The sewer and streets maps were discussed, as were the water meter improvements. WebQA and Trackwise were discussed.

Annie LaCourt discussed the Planning department. She talked about their need for collaboration applications and basic office applications. They need help with a filing system. The workflow of inspectors was discussed.

David Good discussed the Selectmen's office. He talked about the meeting packet and the extensive workflow around it. Private websites and other document management solutions were discussed. Training was brought up, on office tools and MUNIS.

Nancy Galkowski passed out a written report on the Manager's office and suggested it be considered for a template for other reports.

The Assessor's department was next. His website usage was discussed. He uses command-line systems to do some of the data extraction. He exchanges data with the Treasurer regularly in the Integrated Collections System. His maps are related to the GIS as well.

The fire department evaluation was available, but it was past 7.

The remaining departments were discussed.

4. Treasurer's Office Reporting Tool
With the upgrade of the MUNIS tool, the Treasurer's IQ Reports were broken. MUNIS is trying to sell Crystal Reports as a replacement. The Treasurer has contacted MUNIS to provide Crystal for free since the town had been paying maintenance on IQ Reports. His preference, however, would be to have IQ Reports restored.

The next meeting was set for Thursday June 8th, at 6PM. The meeting adjourned at 7:20PM.