



Town of Arlington, Massachusetts
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ITAC Minutes 07/21/2005

Minutes Information Technology Advisory Committee July 21, 2005

Members

Dan Dunn
*Steve Meister
*Kevin Koch
*Annie LaCourt
Thomas Scotto
Michael Quinn, Cable Advisory Committee designee
*Ruth Lewis, Comptroller
*Steve Mazzola, Director of Technology, Schools
Rob Addelson, 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 (for John Bilafer, Town Treasurer)
*Alan Jones, Finance Committee and Capital Planning Committee designee

Others present: Matt Lehrich, Manager's office, David Good, Ian Gilbert, Margaret Aranyosi, and Darrel S. Harmer

1. Vacancy on Committee

A vacancy was created on the Committee when Annie LaCourt was elected to the Board of Selectmen. Several citizens attended this meeting and were asked to comment on their interest in the committee.

2. Web Content Manager

Committee members reviewed the draft job description of the new Web Content manager. Members provided input on the type of person who should fill this position and what they felt was needed. Some of the qualities included: ombudsman, gatekeeper, a gatherer of information from the departments, marketing, public relations, timely posting of all minutes, uncoupling of other websites that were currently not sited on the official website, editing information for content uniformity and accuracy. A good customer service attitude was essential. The committee asked the web subcommittee to pull these attributes together into the job description. It is anticipated that we would be hiring this position this Fall.

3. Needs Assessment

Committee members felt that there should be a checklist for the needs assessment so that the data is consistent. Mr. Good indicated that he would be able to spend time in the departments.

4. Other business, next meeting

A report from the PSI Froup entitled "Municipal eGovernment in Massachusetts – Service Deleivery in a new Age of Austerity" was handed out to the members. The report cited Arlington's website as one of the top municipal sites (ranking 13th overall and 6th in the population range 20,000 - 50,000).

The next meeting was scheduled for August 18, 2005.