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Data Processing Minutes 02-03-2004

DATA PROCESSING ADVISORY BOARD

Meeting Memorandum

February 3, 2004



Board Members (members not in attendance are denoted by an X):

X Marie Krepelka
X Rob Addelson
Kay Donovan
Fred Fantini, designee for John Bilafer
X Corrine Rainville
Ruth Lewis
Alan Jones
X Bob Greeley
X Nancy Galkowski
Joe Miksis – non-voting member



Others in attendance:

Steve Meister
Steve Mazzola
Phil McCarthy
Glenn Koenig



Ruth Lewis, chairman, called the meeting to order at 9:15 AM even though there was not a quorum.

Ms. Lewis explained the purpose of the meeting was to report on the Munis Receivable Package site visit, to further discuss the School Technology Request and a discussion with Phil McCarthy from The Cable Television Advisory Committee regarding the use of the technology fund monies.

Mr. Fantini spoke on the site visit to the Town of Framingham, he stated Framingham had just started using Munis and suggested a visit to the City of Lowell, as they have been using this software for a much longer time. The Treasurer/Collector stated that she liked the software but had some concerns regarding the integration of the various receivable modules. Mr. Fantini also stated that our in-house system screens are more user friendly than what he saw in Framingham. We recognize that in-house support is required to support the integrated system, whereas Munis would support their system. It was agreed that Mr. Fantini should set up a site visit with the City Of Lowell.

There was some discussion on the substantial increase yearly for Munis support; Ms. Donovan asked if other towns along with Arlington should approach Munis about a group discount for Munis support.

At the last meeting the DPAB by a unanimous vote approved the school request for a transfer of \$50,000 from the Technology Fund. This request was sent to the Board of Selectmen for approval. The Board of Selectmen tabled the request for these funds.

Mr. Mazzola then spoke of the immediate need to begin the upgrade to the schools; he said the cost for the upgrade is still \$100,000. At the selectmen's meeting on January 26, 2004, he stated that there was \$ 45,000 from the network technology fund that could be utilized toward the school upgrade. Mr. McCarthy then pointed out that \$40,000 of this fund had been earmarked by the selectmen for the salary of the Public Information Officer. So in reality there is only \$5,000 available in the Network technology fund and in September we will receive another \$15,000. Then it was suggested that the remaining monies for the school upgrade should be taken from the 5% revenue fund for cable related purposes, which at this point in time has a balance of \$220,000.

Mr. McCarthy then spoke that a good portion of this money is earmarked as the start up cost for a private group to run PEG Access cable television as the cable companies are getting out of running the local cable television. A private citizens group, Arlington Community Media Inc. (ACM Inc) will take over the running of the local cable access, and is awaiting an RFP from the purchasing department to start the needs assessment survey for the town. Once the cable advisory board finds out the needs assessment, money from the 5% revenue fund for cable related purposes might be freed up for the school technology upgrade. Mr. McCarthy also suggested that a part of the needs assessment could be a compliance audit and to go over existing contracts and see if additional monies are owed to the town.

Mr. Miksis and Mr. Meister suggested the Comcast line could be abandoned and that Comcast could possibly upfront us \$70,000 for routers and setup for the school upgrade.

The Board suggested that Ms. Donovan should contact John Maher to approach our Comcast representative J. Lyman regarding this possibility.

Mr. Mazzola reiterated again that the school needs are immediate and that these upgrades need to begin now. The monies at some point being available will not help the current situation. Mr. Koenig representing ACM, Inc. said that ACMI are open to the possibility that some of the 5% cable related fund could be used for network equipment for the schools but they would like to wait a few weeks until the responses to the RFP for an ascertainment study are received, so that they can get a better idea of the potential costs. They also support the effort to determine if Comcast might fund this equipment if it (Comcast) were to be released from the contract obligation to continue maintenance of the older coaxial I-Net physical plant. The DPAB recommended supporting the full \$100,000 request of the school technology department. The vote was not official as there was not a quorum.

The monies to come from the following sources:

The remaining balance in the Network Technology fund of \$ 5,000

Funds from the Comcast in regards to the I-Net physical plant

Remaining balance from the 5% Technology Fund with the approval of the cable advisory committee once money for needs assessment study is ascertained.

The meeting adjourned at 10:25.