

**Technology Advisory Board
August 19, 2004, Thursday
Minutes**

Members Present: Brian Sullivan, Town Manager
Ruth Lewis, Comptroller
Fred Fantini, Assistant Town Treasurer
Joe Miksis, Director of Data Processing
Rob Addelson, Chief Financial Officer, Schools
Steve Mazzola, Director of Technology – Schools
Paul Berg, Cable Advisory Committee
Alan Jones, Designee of Finance Committee and Capital Planning Committee
Dan Dunn, Selectmen's appointee
Larry Jones, Selectmen's appointee
Anne LaCourt Selectmen's appointee,
Stephen Meister, Selectmen's appointee
Thomas J. Scotto, Selectmen's appointee

Members Absent: Bob Greeley Director of Assessments
Corinne Rainville, Town Clerk

Others Present: Diane M. Mahon, Chair, Board of Selectmen
Nancy T. Galkowski
Uri Guttman
Scott Munsey
Charles Norton
Glenn Koenig

The organizational meeting of the ITAB opened at 6 PM with Diane Mahon, Chairman of the Board of Selectmen welcoming members to this important committee.

Introductions

Town Manager Brian Sullivan went through the agenda and requested those present to introduce themselves and give a brief comment about their interest in this committee.

Scope of the Committee's Work

Committee members reviewed the charge of the committee and identified key issues to be reviewed.

Potential Projects/ areas of concern

The committee discussed various areas, which needed to be immediately reviewed, such as the Telephone, Cable, the Website, and Capital Budget requests. Members felt that a needs assessment was critical to the process. Several members indicated that we needed to do an inventory and then we could proceed to reviewing the business process.

Next Steps

The next step for the committee would be to form subcommittees, have members express interest in working on them and then begin the process of putting together a needs assessment, reviewing the telephone project and the capital requests. Brian Sullivan will put together a list of subcommittees which will be mailed to members for "sign-up".

Next meeting

The members decided to meet on the third Thursday of the month with the exception of September which will be held on September 23, 2004 at 6 PM.

The meeting adjourned at 7:30 PM.