Data Processing Minutes 10-18-2000

DATA PROCESSING ADVISORY BOARD
Meeting Memorandum
October 18, 2000

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

  Al Minervini
  Ruth Lewis
Caryn Cove
John Britt
Kay Donovan
X John Bilafer
X Corrine Rainville
X George Kocur
X Robert Greeley
Nancy Galkowski
X Kevin O'Brien

Others in attendance:
Bob Sprague
Ray Bloom
Rich Maimone
Paul Coughlin
Kent Larson
Ted Mael
Theresa Jay
Marie Walsh
Cindy Diminture

The meeting was called to order at 10:05 AM by Mr. Minervini, chairman.

Mr. Minervini explained that the purpose of the meeting was to review the proposed town's web site policy, review the status of current projects and discuss the FY2002 budget.

Bob Sprague provided a status report on web site policy. There was discussion on why any links were needed. **Ted Mael** suggested that we revise the policy to not allow any links. The majority disagreed.

Mr Bloom sited specific gramatic errors, suggested that 'examples' be removed from the mission statement and recommended that the 'Notes for discussion' section was inappropriate and should not be included. The board agreed to implement all of his recommendations.
Al Minervini suggested that **Caryn Cove and Bob Sprague** finalize a draft to be presented at the next Board of Selectmen's meeting. They concurred.

Updates on the following systems were discussed:

1)   Complaint Tracking – A system was selected by the sub-subcommittee and a favorable price was negotiated. The system will be installed once the necessary equipment is received and the contracts are reviewed and signed**. Kay Donovan** expressed opposition to utilizing the web site to allow citizens to log in complaints. **Caryn Cove** raised concern that we should be comfortable with the system and be properly trained before expanding it. **Al Minervini** suggested that this would be discussed during implementation and the board would decide if and how web site reporting or access would be handled.

2)   Conversion to a new email system – Al Minervini suggested that the town support both Pegasus and Outlook for email. **Caryn Cove and Nancy Galkowski** offered objection, feeling that the town should have only one email system. After some discussion, it was decided that a meeting would take place so that issued regarding the use of Pegasus vs Outlook would be discussed. Mr. Minervini stated that if a choice were made he would support Pegasus over Outlook for technical reasons. A final decision will be made after reviewing current user feedback.

3)   Web site expansion – Bob Sprague elaborated on a new capability to include registrations on the town's web site. He will be working with one department as a test site and we will consider expanding the option to other departments if it works well.

4)   Fixed asset control system – A new fixed asset control system was purchased and will be installed. The town needs to begin accounting for fixed assets to meet an audit requirement.

5)   Cemetery wiring – The wiring was done by RCN, however, the town is waiting for it to be terminated. Once terminated, DP will install network equipment and then start reviewing administrative software packages.

6)   Public works printer/plotter – Kent Larson reported that a plotter that could be shared with other departments is currently being reviewed.

The board reviewed the FY2002 budget. It was suggested that the $16,000 to fund the lease payment on the QED Server Upgrade be added back to the budget. Paul Coughlin would provide a revised amount after review of the contract.

Paul Coughlin and Rich Maimone discussed a need for 'classic cad', 'cad 97' and 'web partner' modules that will either be paid for out of the current operating budget or budgeted for in a future year. **Paul** also will report on reverse '911' and how it would work and it's funding at our next meeting.

The next meeting will be hosted at the Community Safety building and will start at 9AM on Nov. 15, 2000. The purpose of that meeting will be to discuss the FY2002 budget in detail and review other requests to be implemented in future years. On a motion, the meeting adjourned at 12:05 PM