

Middletown Technology Advisory Committee

November 8, 2005 Minutes

Attendees: Library: John Grisham-P, Lynda Bronaugh-P; Schools: Edward Draper, Edward Coogan; At-Large: Eileen Spillane (Chair)-P, Jairo Rugel (Vice-Chair)-P, Paul Zatz (Secretary)-P, John Fox-P, Tom Santos-P, John Sirois-P, Dennis Turano; Town Council: Louis DiPalma-P; Ex-Officio Departments.: Robert Balliot, Linda Savastano, Matt Wainwright. (P = present).

Call to Order: A quorum being present, the meeting was called to order at 6:00 P.M. in the Conference Room of the Public Library.

Minutes: The minutes for the meeting of October 11, 2005, were approved as corrected.

Correspondence: None.

Committee Reports: Town/Citizen Information Exchange. John Sirois reported that the committee had not yet had their first meeting.

Directors' Reports: None.

Unfinished Business: Identify areas of commonality among the 3 Technology Plans.

Lou led a discussion and brainstorming of proposed areas. The list,

in no particular order, developed by committee consensus, is attached. Eileen is to forward the list to the three Department Heads and request their comments and prioritization.

New Business: Modify Mission Statement to bring in conformance with Town Policy Handbook.

Motion was made, seconded and approved: Under Composition and Organization, amend Mission Statement to read “The President of the Town Council or his/her designated Town Council representative will be a voting, ex-officio member, in accordance with the Middletown Town Charter.” (changes underlined)

Motion was made, seconded and approved: Under Composition and Organization, amend Mission Statement to read “The committee will elect a chair, vice chair, and secretary from among its membership for one-year terms, in accordance with the Town of Middletown Boards, Commissions and Committees Handbook. In the absence of the chair, the vice-chair will conduct meetings.” (changes underlined)

Announcements: Next meeting is Tuesday, December 13, 2005, at 6:00 P.M. in the Public Library. (This may conflict with a Library Board meeting; Thursday, December 15 was selected as the alternate date for the next Technology Advisory Committee).

Adjournment: Meeting adjourned at 7:25 P.M.

Respectfully Submitted by Paul Zatz, Secretary

Consolidated List of Potential IT Synergy Areas (11/8/2005)

- **Standard backup processes including disaster prevention and recovery**
- **User account creation/maintenance**
- **Hardware**
 - o **Network - Routers/Switches incl. Wired/Wireless and Security**
 - o **Desktops/Laptops, Blackberrys,**
 - o **Telecom (cell phones, pagers, desk phones), including Service Providers**
 - o **Printers (Network/Local)) Installation, Maintenance and Upgrade**
 - o **System/Network Performance Monitoring**
 - o **Maintenance Agreements**
- **Software – Installation, Maintenance/Upgrade and Licensing**
- **Email – Account Creation/Maintenance, Backup, etc.**
- **User Help Desk**
- **Training**
 - o **Hardware**
 - o **Software**
- **Maintenance Tracking System/Workflow**

- **Audio/Visual**
- **Website – Creation, Maintenance and Hosting**
- **Technology Planning**
- **Technology Grants pursuit**
- **IT Staff Professional Development**
- **Policies – Use, Security, Data Retention**
- **Digital Surveillance**
- **Asset (Inventory) Management**
- **Electronic Data Management (EDM) – Warehousing**
- **Standard Policies and Procedures**