

Middletown Technology Advisory Committee
Minutes for January 22, 2008

Attendees: *At-Large:* Jairo Rugel (Chair)-P, John Fox (Vice Chair/Secretary)-P, Dennis Turano, George Steele-P; *Library:* Steve Arendt-P, Virgil Blaschke-P, Jim Knowlton-P; *Schools:* Edward Draper, William Coogan; *Town Council:* Louis DiPalma; *Ex-Officio Departments:* Linda Savastano, Matt Wainwright. (P = present).

Call to Order: The meeting was called to order at 6:15 P.M., with quorum present, in the Conference Room of the Middletown Public Library.

Minutes: The minutes from the September 11, 2007 meeting were approved and will be posted to the Office of the Secretary of State web site, Open Meetings section.

Unfinished Business:

1. Committee interest to collaborate with the Middletown School Technology Committee. MTAC members may be called upon to participate in collaborations via email, upon the school committee's development of a draft plan in September. Currently waiting on Linda Savastano to notify the MTAC with information regarding the next steps to be taken. ACTION ITEM: Jairo to follow up with Linda Savastano on this matter. An unofficial discussion was held regarding Technology Needs Assessment Survey provided by Linda and what type of information should be requested for further analysis based on the results of the survey. **ACTION ITEM: After much discussion by the Committee, Jairo suggested that George Steele could speak with Linda for a list of technical requirements with which the TAC could provide help.**
2. Potential for a citizen request / complaint / incident report central repository and work assignment ("trouble ticketing system"). Per Matt Wainwright (Middletown IT Director), the Qscend Alert software system has been budgeted for implementation in 2008; a progress report will be provided after implementation. **ACTION ITEM: Jairo to follow up with Matt Wainwright on this matter.**
3. Survey to determine what information citizens want from the town. ACTION: John Sirois to upload the draft survey developed by the MTAC to a test site for committee sampling and comment. **ACTION TAKEN: MTAC members reviewed the draft survey created by member John Sirois using a free tool online and collectively agreed on 11 questions which will be presented to the Middletown Town Council on October 1, 2007.** An unofficial discussion was held based on information provided to the MTAC email distribution group by Lou DiPalma regarding the status of the survey as presented to the Middletown Town Council. **ACTION ITEM: Jairo indicated he will follow up with Shawn Brown.**
4. Island-wide Information Technology committee to explore potential collaboration and partnership among the three communities. No recent information available. John Fox to follow up with Lou as to points of contact, status of discussions. ACTION TAKEN: Lou provided a verbal summary of the first meeting of the Island-Wide Information Technology Committee (IITC or IWITC?) that was recently held in Newport. The three main areas of focus for the island-wide committee were stated as Efficiency, Effectiveness, and Capacity/Capability. Additional information will be made available once the island-wide committee meets again. **ACTION TAKEN: Jairo indicated he was still waiting for further input from Lou DiPalma. Tabled until the Committee receives more data.**
5. Election of committee members to fill Vice Chair and Secretary positions. **ACTION TAKEN: The Committee combined the positions into one hybrid and John Fox was elected to fill it. This action was closed.**

New Business:

1. Reviewed answers that Shawn Brown had provided to TAC questions regarding an ERP System. Jairo would provide an existing e-mail thread to the TAC on this matter. More discussion/information was needed.
2. Discussed the audio recording of meetings to ensure better accuracy in the meeting minutes. The TAC members present agreed to the concept; John Fox to research and obtain a solution.
3. Discussed possible new directions and functionalities for the TAC.

4. Discussed the selection of a new date range for holding meetings due to scheduling conflicts incurred by George Steele. Jairo indicated George should send e-mail to the group.

Directors' Reports:

- None.

Announcements:

- Next scheduled meeting is Tuesday, February 12, 2008, at 6:00 P.M. in the Middletown Public Library.

Adjournment: Meeting adjourned at 7:58 P.M.

Respectfully Submitted by John Fox, Vice Chair/Secretary.