

**Middletown Technology Advisory Committee
Minutes for February 12, 2008**

Attendees: AtLarge: 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-**P**; *Ex-Officio Departments:* Linda Savastano, Matt Wainwright. (**P** = present).

Call to Order: The meeting was called to order at 6:20 P.M., with quorum present, in the Conference Room of the Middletown Public Library.

Minutes: The minutes from the January 22, 2008 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. *New member George Steele asked to speak with Linda regarding a list of technical requirements where the MTAC can be of assistance.* George to provide a status report. **ACTION TAKEN: This item was tabled pending further data input from Linda Savastano.**
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: Lou to follow up with Matt Wainwright on this matter.** Qscend Alert system is currently being used with the Middletown Pay As You Throw system. *No new information has been obtained at this time regarding the Qscend system.* **ACTION TAKEN: Jairo had contacted Matt W. who had responded. Lou confirmed that the Qscend system will be rolled out on 01-March and that staff training was underway..**
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.** A more clear and concise version of the survey has been requested by the Middletown Town Council for review prior to posting on the Middletown Town website. Awaiting updated info from Shawn Brown. **ACTION TAKEN: Lou discussed the survey content with the TAC. He thought the survey missed some questions and that Question #5 needed rewording and a text box added for more input by the survey users. The TAC examined the website live during this meeting.**
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. A follow-on meeting is TBD (prior to end of 2007). This was apparently not possible due to scheduling conflicts for all parties involved. A follow-on meeting is TBD some time during the 1quarter of 2008. Awaiting updated information from Lou DiPalma. **ACTION TAKEN: Lou confirmed a meeting would still take place as a future date.**
5. Review any updated information provided by Matt Wainwright regarding the ERP solutions currently being evaluated from New World Systems. *"...the Town is seeking a cohesive, more homogeneous system that seeks to integrate all departments and is analogous to a corporate ERP system."*

Per Jairo Rugel: *Any requirements and /or restrictions concerning this type of project will need to be identified and researched accordingly by the MTAC in collaboration with Matt Wainwright (Middletown IT Director) and the various Department Heads (as necessary) in order to provide a cost effective and efficient solution for presentation to and review by the Middletown Town Council.*

Email discussions with Matt Wainwright, Shawn Brown, and Lou DiPalma produced additional information regarding the ERP solution currently being evaluated at Middletown Town Hall. The ERP solution is from New World Systems, with the two software applications being evaluated: Logos Public Administration and Aegis Public Safety. More information will be provided by Matt at a later date once enough evaluation data has been collected and analyzed. ***ACTION ITEM: Jairo would forward Matt's attachment to the TAC and indicated that the New World Systems product would be the most likely ERP choice.***

New Business:

1. Review and discuss George Steele's point paper that was provided to the attendees from the previous meeting on January 22, 2008. ***ACTION TAKEN: The TAC discussed the paper contents with Lou. The corresponding file was e-mailed to Lou during the meeting. ACTION ITEM: George also asked Lou for feedback on the paper for the next TAC meeting.***

Directors' Reports:

- None.

Announcements:

- Next scheduled meeting is Tuesday, March 11, 2008, at 6:00 P.M. in the Middletown Public Library.

Adjournment: Meeting adjourned at 7:35 P.M.

Respectfully Submitted by John Fox, Vice Chair/Secretary.