

**Minutes of the Joint Technology Advisory Committee**  
**April 12, 2000**  
**Room 114, Junior High School**

Chairman Terry Lindgren called the meeting to order at 7:30 p.m. Present at the meeting were: Terry Lindgren, Jim Chace, Isa Zimmerman, Jack Reetz, Don Johnson, Dore' Hunter, Mark Hald, Frank Widmayer, Sharon Summers, Mark Bramhall, and Marie Altieri.

The minutes of the March 15 meeting were read and approved with the following changes: Bob Donnelly changed to John Donnelly, and in the paragraph entitled "Application Software Group" the first occurrence of the word "use" changed to "ease".

It was agreed that Jack Reetz would become a member of the Application Software Group.

Frank Widmayer introduced Mark Hald, the Town's computer consultant, as an attendee. Mark has also worked for the School Department, and has knowledge of both systems.

**E-mail Group:** Frank Widmayer and Tess Summers presented a written report on the meeting held with Jim Chace at the school's Technical Resource Center, and on the status of E-mail at Town Hall. There was a lot of discussion concerning the software and hardware utilized in both locations. Most of this discussion centered around obtaining external E-mail access for Town Hall with strict security requirements. The current use of School Dept E-mail being outside the firewall was also discussed, and will be further investigated by Jim Chace.

**Public Records:** Dore' Hunter reported on his conversations with the Secretary of State's office concerning E-Mail preservation procedures. There currently is not clear direction from the Secretary of State, and Dore' recommended that a clear policy designating what must be kept should be written. There was also discussion about establishing a centralized storage operation.

**Committee's Mission:** Chairman Lindgren stressed three points that he feels are necessary for a collaborative effort: 1) E-mail access between the Town and School administration, 2) access to the administration by the general populace, and 3) Internet access for the Town. Don Johnson expressed concern re network security, and will confer with Sam Schwartz on this issue. Don and his designees will meet with Jim Chace to view the First Class E-Mail software and Internet access at the School Dept.

**Application Software Group:** Marie presented a verbal report on the Pentamation application software and report writer. She indicated that IQ report writer training sessions are scheduled on May 8 and 9 for school and town employees. Marie stressed that cable connectivity problems between the school and Town Hall are the greatest concern. There was also discussion on accessing the Pentamation software through Mac PCs. Tess will contact Pentamation on the specifics for MacIntosh connectivity.

**Department Interview Notes:** Jack Reetz reported that he has completed interviews of accounting, assessing and collecting. He will be completing the reports on clerk, police and fire, and will send them via E-mail.

**Joint Purchasing:** The report was postponed until the next meeting.

**Long-Term Issues:** The following items were discussed:

- 1) installation of fiber optic cable by Cablevision throughout town and the schedule for completion,
- 2) the need to have a draft report of the committee completed by September. Chairman Lindgren would like this report to state how the school and town technology will come together, and what is happening with E-commerce, system administration, etc. CTAC is formulating the future plan for the schools, and the town is updating its plan for future years. There was discussion of forming a subgroup to look at

both visions and come back to the committee with a solid connection. No decision was reached on this point.

- 3) A web kiosk of school and town information be accessible to the public at various locations throughout town.
- 4) With the fiber plant installation, it is expected that difficulties with the I-loop will cease. Frank Widmayer, who attends the Cable Advisory Committee meetings, reported that the current contract calls for a video drop in every classroom.
- 5) It was suggested that a member of the School Finance Department should participate in the Application Software Group.

The meeting was adjourned at 9:35 P.M. The next meeting will be held May 17 at 7:30 P.M. in Room 114 of the Junior High School.

Respectfully submitted,

Sharon L. Summers