

Information Technology Advisory Committee

July 21, 2004

Agenda

Call to order - Town Hall Conference Room 4:30 pm

Disposition of Minutes – 4:30 pm

Correspondence received – 4:35 pm

Town IT Director's report – 4:40 pm

- *Wainwright*: Brief on FY05 budget, status of affairs, accomplishments, and/or interests/concerns.

Committee reports – 4:50 pm

- *Spillane*: Discussion of any further revisions to the mission statement, goals, and master plan statement on technology.

- *Balliot*: Progress report on development of Web Design Software for Town and Town Departments, including an interim list of tasks submitted for the committee to assess.

Old Business – 5:10 pm

- *Arendt*: Term of elected officials.

- *Turano*: Report on meeting with Town Clerk (Ms Barbara Nash) regarding “Town Crier” regulations.

New Business – 5:15 pm

- *Arendt*: Determination to conduct meetings and establish procedures in accordance with Robert's Rules of Order.

- *Arendt*: Process for announcing meetings in NDN and reports to Secretary of State.

- *Balliot and Wainwright*: Presentations on the IT Systems in the Library and Town, respectively, including inventory of hardware and software. Sevastano's presentation on the IT Systems in the Schools will occur this fall upon completion of a developmental phase.

- *Members*: Additional topics as time permits.

Announcements – 5:55 pm

- *Arendt*: Determination of next meeting's date and agenda.

Adjournment – 6:00 pm (no later than 6:00 pm)

This meeting location is accessible to the handicapped. Individuals requiring interpreter services for the hearing impaired should notify the Town Clerk's Office at 847-0009 not later than 48 hours before the meeting.

Note to Members: Please send email to the chair by 8 pm the night before the meeting date if you will be unable to attend. If a quorum is unlikely, the chair will send email

postponing the meeting until the following Tuesday at 4:30 pm at the same location unless notified otherwise.