

Technology Advisory Board (TAB)  
Meeting Minutes – 10/01/2007

Attendees:

Carl Rubin Chair  
Peter Anderson  
Dave Escalante

Steve Handler Vice-Chair  
Michael Greis

Dave Davison  
Roger MacDonald

Linda Conneely

Invitee:

Tom Connors

Items:

1) Mr. Rubin introduced a discussion on the appointment process of TAB members and also voting rights for ex-officio members. It was brought up that Dave Tobin, Town Council, had determined that TAB ex-Officio members have a vote equal to appointed TAB members. There was discussion on how the Town's By-laws described TAB versus the Town's By-law description of other boards. Several scenarios were discussed on how to move forward.

2) Mr. Rubin introduced Tom Connors. Mr. Connors is a software developer for Fidelity and Mr. Rubin invited Mr. Connors to observe a TAB meeting.

3) Mr. Rubin informed the Board that a Secretary for collecting minutes needed to be appointed. Roger MacDonald was appointed Secretary for a term of one (1) year.

4) Mr. Rubin also informed the Board that it was necessary that a Vice-Chair be nominated and voted. Mr. Handler was nominated. There were no other nominations. Mr. Rubin asked for any additional discussions. There were none. A vote was taken. Six (6) votes for Mr. Handler, two (2) votes abstained.

5) Mr. Rubin introduced a discussion on the upcoming (10/09/2007) TAB presentation to the Town Selectmen. Mr. Rubin listed off several items that he would be discussing in front of the Town Selectmen. It was mentioned to Mr. Rubin that the TAB had submitted a memo to the Town Selectmen previously concerning these items and that Mr. Rubin should make reference to this memo at the Town Selectmen's meeting as well as discuss any items not on the submitted memo.

6) During Mr. Rubin's discussion of the TAB presentation to the Town Selectmen a discussion came up concerning the Needham Fire Department's work with the SwiftReach911 application. It was determined during the discussion that it would be best to invite a representative of the Needham Fire Department to a future TAB meeting so that questions about the SwiftReach911 product can be answered.

7) Mr. Rubin introduced a discussion on the Town's new web site. Mr. Rubin and Mr. Greis had both taken time to look over parts of the web site. Mr. Davison discussed the continued development and adjustment of content.

8) Mr. Rubin introduced a discussion on Town / School IT staffing. Mr. Rubin spoke to the issue of efficiency and productivity within the Town / School IT staffing.

9) During the staffing discussion there was also questions about the next flyover to collect GIS data layers as well as mapping services and the collection of fees for any mapping services or requests for data. Mr. MacDonald explained that there are few if any requests for mapping service and in doing research on collecting fees there is no set precedent by municipalities within MA on collecting fees. Some municipalities charge no fees others charge significant dollars per map. On the issue of distribution of GIS data any requests are first vetted by the Town Engineer. Typically if the requestor is a contractor doing work within Needham there is no charge for distribution of landbase information.

10) Another discussion that came up during the staffing conversation pertained to Document Imaging/Management Solutions. It was brought up that a single solution would be best though it was acknowledged that a single solution would be difficult given the three (3) environments maintained within the Town; Mac, PC/Server, IBM. Mr. MacDonald and Mr. Davison explained that several vendors have come in for demonstrations and that more would be asked to come in for demonstrations in the future. There was mentioned concern about storage and retrieval.

11) Adjourned.