Dover Technology Advisory Board ("TAB")

Minutes of Technology Advisory Board
Monday, July 22, 2019

Voting Members Present: Rui Huang, Greg Kahoun, Jain Myank, Paul Smith, Gregg Wright

Non-Voting Members Present: Gerald Clarke (BOH), Diana Piesak (I/T), Robert Springett (BOS), Carl Valente (Consultant)

Absent: none

1. Meeting called to order at 8:04 am. By Robert Springett acting as a representative of the Board of Selectmen who created the TAB and as temporary chair for this meeting.

2. Acceptance of minutes: Motion to waive as there were none given no preceding meeting; voted unanimously in the affirmative.

3. Introduction by Robert Springett of the voting and non-voting members and of the Mandate of the TAB as voted by BOS. An additional non-voting attendee from the Dover/Sherborn Regional School administration is being sought. Robert explained the rules regarding the Open Meeting Law and the intended process to be followed by TAB.

4. Nomination of a Board Chair was tabled by unanimous vote pending a meeting in the near future. The role of secretary was discussed and by common agreement it was decided, ad interim, that the role may be circulated amongst attending members to avoid placing a continuing onerous task on only one member.

5. Mandate & Immediate Mission: Robert explained that the first step to be taken by TAB will be to interview and recommend a consulting firm, one that is familiar with municipal operations and also is an expert in information technology, with the task of the consultant being:
   - Assessing the town’s work flow and technology environment including: software licensing, equipment platforms and configurations, networking, application, software installed, and department (boards, commissions, offices) needs
   - Issuance of a report with recommendations as to above, including a “roadmap” indicating steps to achieve improvements in these areas.
   - Expected cost $40,000-$50,000

Robert mentioned that the Town Meeting approved the new position of Project Manager ("PM"). The expectation is that much of the work to be executed in moving the Town forward along the “roadmap” will entail the contacting of vendors, either service or software, who would provide the functionality to meet the needs. The PM must have strong project management skills and both I/T experience and also experience in managing vendors – both contracts and performance.

6. Robert indicated that two prospective consultants had already been identified:
   - “NBI” - BOS members met this firm’s representative at an MMA meeting in early 2018 and a follow up introduction was made at a July 2018 BOS meeting.
   - Retrofit – The Town’s current “back-up and recovery service vendor

Mr. Jain suggested an additional prospect, “Cleargo.”
7. Diana explained that an immediate project of transitioning the Town offices and users of email, from "First Class" to Google's Gmail is scheduled for the coming weekend of July 26-28, 2019. All are advised to cease using personal or corporate email addresses for Town communications as all such communications are subject to the Open Meeting law and that further any such communications are "discoverable" should any legal action be involved. All such communications should be authored from and addressed to Town email addresses, currently in the form of @DoverMA.org.

Diana also mentioned that the Town has recently transitioned its financial management systems (predominately its General Ledger) (Treasurer, Accounting) to a new system as of the beginning of this fiscal year.

8. Greg K. and Gerald, with response from Paul, indicated the growing importance of GIS data and presentation. Greg discussed the Commonwealth being a prime mover in GIS and a provider of free software for use by municipalities. He mentioned "Esri" as a competitive alternative. Gerald discussed the growing need for engineering quality GIS locations citations in all plans submitted with permits and that BOH had acquired Arrow highly accurate GIS locating devices. Expected cost $40,000-$50,000.

9. Gerald, Bob and Carl discussed the matter of imaging engineering prints that dominate so much of the floor space in the lower lever.

10. Gerald mentioned the Town of Westwood's attempts at implementing online permitting function available to residents and the Town of Wayland's attempts at implementing advanced GIS mapping data displaying buildings and other structures, all viewable by residents remotely.

Robert requested Gerald to canvas municipalities for similar project plans and implementations to create an reference document of best practices and applications.

11. Next meeting to be either Tuesday August 6th or Wednesday August 7th; some discussion about alternative meeting times.

12. Meeting adjourned at 8:53 a.m.

Submitted by Gerald Clarke (BOH representative)