



## **Dover Technology Advisory Board (“TAB”)**

Minutes of Technology Advisory Board

Tuesday, February 11, 2020

**Voting Members Present:** Rui Huang, Greg Kahoun (Chair), Paul Smith (by phone)

**Non-Voting Members Present:** Gerald Clarke (BOH), Cam Hudson (Warrant Comm. Rep.), Anthony Ritacco (D/S Regional), Robert Springett (BOS)

**Absent:** Chris Dwelley (Town Admin.), Jain Myank, Diana Piesak, Gregg Wright (I/T)

- Meeting called to order at 8:10am by Greg
- Motion to accept the minutes of January 28, 2020 with minor changes of “leaning” to leading and inclusion of absent member Cam Hudson. Voted to pass by Rui, Greg, and Paul.
- Status of work in progress
  - Retrofit provided scope of work for the next phases. TAB will review the document and compile questions. A conference call will be scheduled with Dianne, Chris, Anthony and Retrofit to address questions and concerns.
  - Once progress is made with Retrofit, Anthony will work with Retrofit to increase town network bandwidth.
  - Contract has been signed with CivicPlus, and the new website is estimated to be completed by early May. TAB discussed the importance of end user support, testing, and training. The board would like to review the contract of the new hire, who will coordinate the project with CivicPlus, to understand the scope of her responsibilities.
  - Current website went down two weeks ago. Greg will run health checks on the web server. Anthony pointed out doverma.org DNS is down for about a month.
- Goals of 2020: Gerry questioned the plan for space and files in the town hall building. The board suggested e-filing should get on the project list, and document retention and retrieval, a first priority for the MPM, should be planned strategically with necessary resource support.
- Meeting adjourned at 9:03am

Submitted by Rui Huang