



# The Town of Fenwick Island

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## INFORMATION TECHNOLOGY COMMITTEE

January 16, 2024, at 10:00 AM

Town Hall

**Members Present:** Lisa Lange (Zoom), Jeff Wendel (Zoom), Nuvan Seneviratne (Zoom)

**Others Present:** Lori Dabbondanza, Erin Ellinger, Pat Schuchman, Chris Story (Zoom)

Flag salute and call to order

1. Approve December 19th Meeting Minutes  
With no quorum, the minutes were not approved. This item will be added to the next meeting agenda for discussion and approval.
2. FI Website project update  
Lisa Lange noted that later this week, GIC will be completing the behind-the-scenes work for our website update. She added that their plan is to regroup with GIC following their work to discuss how to proceed and define some processes. Lisa reported that we are also collecting emails and updating information on the pages. She would like to schedule a phone call with our GIC liaison following the updates and will be asking members of the Technology Committee to help with testing once the new website is ready for testing. Erin noted that staff have been working on updating the content on individual pages in preparation for the upgrade. Staff hope to have those updates complete by the end of the month.
3. Database / Documentation Management project update
  - a) Database overview and structures – Town Hall Update  
Erin Ellinger shared that staff are working on getting some data incorporated into SharePoint. Chris Story noted that the databases he created were in Access 2007 and SharePoint does not integrate with that. He referenced a SQL program that may work. Lisa asked if we could look at all the information that is currently located on various spreadsheets and create one database for all that information. Jeff echoed Lisa's thoughts on how to organize and create one database that will serve all our needs. Lori asked if there is a database product that integrates with Edmunds. Erin noted that she inquired about that previously but was not able to find a solution. She will look into it again and report back to the committee. Chris Story noted that there may be a software conflict if we try to incorporate a

separate MS product that is not provided by the state. Nuvan added that user rights can be added at many different levels.

- Scanning scope and vendors

Lisa shared that she and staff recently met with Jesse Garreffa from Delaware State Archives to review the town's process for archiving and to discuss how we proceed with handling our existing documents. They shared that the vendor they use for scanning is DMI. The committee will work with staff on next steps.

Additionally, Lisa indicated that she had already done some research on vendors for document scanning at Town Hall. She noted that scanning of some larger documents, such as building plans may be an issue. Pat noted that we now request all building plans be submitted electronically, so newer plans will not be an issue.

- SharePoint solution discussion

Allan Wagamon was not able to join the committee for this meeting due to an emergency. This item will be added to the next committee meeting agenda and Allan will be invited to attend again to discuss this topic.

4. Old Business

None

5. New Business

None

6. Public Participation

None

7. Next Meeting: February 20th @ 10:00 am, Town Hall

8. Adjournment

With no further discussion, the meeting was adjourned at 10:40 a.m.