The Town of Fenwick Island

800 Coastal Highway, Fenwick Island, DE 19944-4409
302-539-3011 ~ 302-539-1305 fax
www.fenwickisland.delaware.gov

INFORMATION TECHNOLOGY COMMITTEE
March 27, 2024
10 a.m.
Town Hall

MINUTES

Members Present: Lisa Lange, Jeff Wendel (Zoom), Nuvan Seneviratne (Zoom), Wayne Carmean, Lucy Wilder

Others Present: Natalie Magdeburger, Lori Dabbondanza

Flag salute and call to order

1. Approve December 19th and January 16 Meeting Minutes

2. FI Website project update
   Lisa Lange noted that the new website is done. She would like to have members of the committee, Council members, and staff test the site before it goes live to the public. We will have a meeting with GIC on April 11 to discuss the testing process and go live date.

3. Database / Documentation Management project update

   a) Database overview and structures – Town Hall Update
      Lori Dabbondanza shared that staff have been working on documenting and assessing our current data management processes. They have identified needed functionality and features that will provide solutions for most of the current data management pain points. Staff went through the process of listing out their current processes for many of their daily tasks along with how a new process would look and how much time would be saved by implementing a new process. She reviewed the document with the committee.

      Additionally, she provided an overview of the database research that has been done and shared the outcome of that research. She noted that staff have participated in numerous demonstrations with their top two database solution vendors, Quickbase and GovPilot. She reviewed the evaluation criteria that was used to determine which vendor would be the most beneficial for the town, its businesses and the staff. The next steps in the process will be to further build out the requirements for the process document that staff prepared and have

members of the Technology Committee participate in evaluations of the software vendors. Discussion followed.

- Scanning scope and vendors
  Lisa noted that . He would like to touch on the scanning issue. He suggested a local college internships and/or create a location on the local network to scan documents to and share to SharePoint.

- SharePoint solution discussion
  Allan Wagamon shared his plan for SharePoint implementation for the town. He noted that it will be easy to configure. Migrate the Y: drive to SharePoint and discontinue the Y: drive. Configure computers to point to the SharePoint site. Implement additional SharePoint sites that is associated with various teams. Lisa asked if there will be a public SharePoint that can be shared with the residents and businesses. He would recommend leveraging the DB instead of using SharePoint, which is not necessarily a stable solution. Such as tax assessment data, etc. One Drive will be implemented on May 9-10.

  Jeff – have we ever simulated a natural disaster event? Allan noted that Fenwick was just migrated to a disaster recovery system at the end of February. Jeff would like to have us memorialize the technology disaster process and perhaps conduct a dry run of our disaster recovery process. Allan discussed the instant response plan and how it relates to the Cyber Grant. Allan will share the documents he has with Lori. He noted that compliance takes time and is ever evolving. Jeff would like us to get to a point where we are all comfortable with our disaster recovery process and plan.

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.