



The Town of Fenwick Island

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INFORMATION TECHNOLOGY COMMITTEE

May 21, 2024, at 10 a.m.

Town Hall

MINUTES

Members Present: Lisa Lange, Jeff Wendel (Zoom), Lucy Wilder, Nuwan Seneviratne (Zoom)

Staff: Lori Dabbondanza, Kathy Grab, Dean Gary, Erin Ellinger

Flag salute and call to order

1. Approval of the December 19th and January 16th meeting minutes
Lisa Lange asked about the ability to approve or amend minutes for meetings that members were not in attendance for, Lori reviewed Roberts Rules of Order, "It should be noted that a member's absence from the meeting for which minutes are being approved does not prevent them from participating in their correction or approval."
Lisa Lange made a motion to approve the minutes from the December 19, 2023 and January 16, 2024 meetings, seconded by Jeff Wendel Motion passed unanimously.
2. FI Website project update
Lisa Lange said that we are live. Lori asked if anyone had done the subscription option and went on to explain how it works, and feels we need to push the feature out to everyone as it is a great tool to advise everyone of the upcoming meetings. Lucy Wilder stated it looks clean and easy to navigate. Lori stated that the only thing that we need to decide upon is the Highlights Tab, it currently does nothing. We need to decide whether to get rid of it or to decide what resources we want to add. Nuwan shared the website showing the in-question area. It should list all the resources when clicked per Lisa Lange. Discussion ensued regarding what should be added under this feature. The group decided to change the name to Resources and add the following links: Trash Schedule, Parking Regulations, Evacuation Information, Town Charter and Code, Forms & Fees, Meeting Minutes, Online Payments. Overall, everyone is happy with the new website.

3. Database update

a. Technology Review

Lori Dabbondanza confirmed the Quickbase demonstration has been set for May 30, 2024 at 1:00 p.m. She is working with Govpilot to confirm a date and time for their demonstration. Concern regarding these companies is that we will not own the software, paying license fees every year. Quickbase estimate for instance is around \$22,000-\$23,000 to set up. The recurring fee depends on what level of service we choose, which will include the license fee and level of support we choose and estimated at \$12,000-\$17,000 a year. Lisa Lange would like Lucy Wilder and Nuvan Seneviratne to work with Lori Dabbondanza on reviewing these proposals. Lisa Lange would like to see the sample contracts as well.

b. Administration Process Review

Lisa Lange and Jeff Wendel met with the team and went through half of the automative process that Lori Dabbondanza generated and will be meeting again with the team after the meeting to discuss the final half. Discussion continued between the two companies. Lori Dabbondanza advised that the two companies we are looking to are both geared toward municipalities. Lori Dabbondanza was given the information on Quickbase from a previous coworker that works for the National Association of Counties and is their CIO. It was highly recommended because they deal with counties. Govpilot was one she was looking into, but the cost is much higher than Quickbase. Lisa Lange advised that Govpilot also seems to be for larger municipalities. Lucy Wilder asked if we needed to investigate more than one company. Lori Dabbondanza said she was not sure but wanted to be safe. Lucy Wilder feels it is a big expenditure and if we knew the rules about this Lisa Lange replied that we should do this for due diligence. Lori Dabbondanza indicated that the staff reviewed more companies before bringing these two to the table. Lisa Lange would like Lori Dabbondanza to send out a packet of the information for both companies to the group for review. Jeff indicated with due diligence, Lori did much of the groundwork on this and keeping this as a reference or document to demonstrate our due diligence on our part, we went through a purposeful process.

4. Old Business

None

5. New Business

None

6. Public Participation

None

7. Next Meeting will be June 18, 2024 @ 10:00 a.m., Town Hall

8. Adjournment

Motion to adjourn by Jeff Wendel and seconded by Lucy Wilder, passed unanimously, and was adjourned at 10:35 a.m.