

MAAP PRINTER STEERING COMMITTEE MEETING
February 1, 2008, 1:00 P.M. – 2:00 P.M.
IT Conference Room

- I. Administrative Tasks
 - A. Town Clerk Letter - Kevin O'Brien
 - B. Number of Printers Required – Dennis Roffman

- II. Printer Test - Dennis Roffman
 - A. Minimal Acceptable Bar Code Requirements
 - B. Minimal Acceptable Text Print on Registration Requirements
 - C. Paper/Toner Issues
 - 1. Running/Smudging Toner
 - 2. Signature Running/Smudging
 - 3. Scraping Off Ink
 - D. Director's Stamp and Ink – Kelly Brudniak
 - E. Unavailability of Paper Stock for Test
 - F. Bar Code Refinement – Dennis Roffman
 - G. Forms Design - DMV
 - H. Cost/Selection of Media
 - I. Cost to Produce Preprinted Forms – Kelly Brudniak
 - J. Purchase of Separate Small Validation Printers (Phase 2) – Dennis Roffman
 - K. Test Schedule – Dennis Roffman
 - L. Vendor Printer Interface Status

- III. Implementation
 - A. 82 Town MAAP Rollout Implementation Schedule - Kelly Brudniak/Peter Croteau
 - 1. Implication of February 4 Implementation Sign Up Deadline
 - 2. Identification of Non-MAAP Towns
 - B. MAAP Town Implementation – Peter Hastings
 - 1. Status of Technical Agreement and Network Diagram for MAAP Implementation
 - 2. Vendor Assistance with Site Survey
 - 3. Order Data Lines
 - 4. Site Surveys – Metrics for April/May
 - 5. Router Deployments – Metrics for April/May

- IV. Printer Deployment
 - A. Service Contract – Dennis Roffman
 - 1. Procurement RFB
 - 2. Deployment/Maintenance RFB

- V. Project Issues List
 - A. Report Design to Replace Preprints
 - B. 25 Vehicle Fleet Maximum Redesign Consideration

