

MAAP PRINTER STEERING COMMITTEE MEETING
February 8, 2008, 2:30 P.M. – 3:30 P.M.
Second Floor 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 Performance Requirements – Mark Liebl
 - B. Minimal Acceptable Text Print on Registration Requirements – Kelly Brudniak
 - C. Testing on 28 lb. Paper With and Without Poly Coating – Kelly Brudniak
 - D. Paper/Toner Issues
 - 1. Running/Smudging Toner
 - 2. Signature Running/Smudging
 - 3. Scraping Off Ink
 - E. Director's Stamp and Ink – Kelly Brudniak
 - F. Unavailability of Paper Stock for Test
 - G. Forms Design – DMV – Due Friday
 - H. Cost/Selection of Media
 - 1. Budget Per Registration – Larry Brigden
 - I. Cost to Produce Preprinted Forms – Kelly Brudniak
 - J. Purchase of Separate Small Validation Printers (Phase 2) – Dennis Roffman
 - K. Testing on Schedule – Dennis Roffman
 - L. Vendor Printer Interface Status
 - M. P54 Bar Code Application Interface
 - N. Printer Purchase Decision (1 Drawer or 2 Drawer)

- III. MAAP Implementation
 - A. Implementation Schedule - Kelly Brudniak/Peter Croteau
 - 1. Identification of Non-MAAP Towns
 - B. MAAP Technical Deployment – Peter Hastings
 - 1. Status of Technical Agreement and Network Diagram for MAAP Implementation
 - 2. Vendor Assistance with Site Survey
 - 3. Order Data Lines – Metrics for Installation Status for April/May Towns
 - a. Determine Viability of New April Line Orders – Peter Hastings/Kelly Brudniak
 - 4. Site Surveys – Metrics for April/May Towns
 - 5. Router Deployments – Metrics for April/May Towns

- IV. MAAP Printer Deployment
 - A. Service Contract – Dennis Roffman
 - 1. Procurement RFB
 - 2. Deployment/Maintenance RFB
 - B. Implementation – Peter Hastings

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