

Atkinson Technology Committee

Atkinson, NH

Meeting Minutes

Date: April 20, 2009; 7:16 PM – 8:30 PM
Location: Atkinson Community Center, Trinity Room
Attendees: Todd Barbera, David Hammond, Wendy Barker, Bill Innes

Archiving/Document Retention:

Todd had discussions with Brian Burford of the State Archivists office concerning imaging software and document retention. Brian stated that he had no recommendation for either software or retention schedules but suggested that the Town Clerk, Town Clerks Association, Town Lawyer, or Town Accountant may be of some help.

Todd spoke with Tom Manning, also of the State Archivists office concerning Grants. Tom said that due to the current economic issues, all are in suspension.

Todd also spoke with Janet Ekland of the State Library about possible Grants. Janet said that the Moose Plate program was still active and that the deadline to apply had already passed in March. We can look into applying next year. Janet also recommended the following applications/companies for Imaging:

- Northeast Document Conservation Center (www.nedcc.org)
- Boston Imaging Solutions
- Hudson Micro Imaging
- PTFS

Bill Innes stated that he had conversations with Bill Friel concerning a possible imaging project. A summer project for college kids was suggested. Options to this were discussed. It was determined that if we need people for this project that they should be citizens of the town.

During this meeting Bill Innes was tasked with finding out what the prerequisites are for writing a warrant article. He is also going to collect information concerning what the town has for software licensing, what type of licenses they have, who the software is licensed to, and what the cost is.

Website

Discussions held concerning the town website and the period of down time last week. It was determined that the reason was because the email notice of domain expiration was sent to the private email of a past employee.

Wendy was tasked with following up with Barbara Snicer to determine who updates the site and when. Wendy will ask if Barbara needs help getting her part of the site (BOS minutes and agenda) up to date, and offer to volunteer if necessary to get this done.

Wendy will also ask if we can get a link on the town site to post our own minutes and also ask what the acceptable (required) format is for committee minutes.

Atkinson Blog

Discussion was held relating to a post on the town blog about the Technology Committee. Concern by all members was that the post was misleading and would lead to negative perception. It was determined that when we present our findings to the BOS at the end of the discovery phase we would address all those town employees and individuals that helped us during the process.

SWOT Analysis

We reviewed Dave's sample of a SWOT Analysis as a way to present our findings to the BOS. It was decided that we would use a version of it as a cover sheet to the report.

Future Committee Communications

With the growth of the committee it is becoming increasingly difficult to work with members outside commitments to determine a meeting time, Todd suggested a centralized calendar (Google). Wendy offered to set this up and inform everyone within the next few days.

Motion to adjourn at 8:30 PM.