

Atkinson Technology Committee

Atkinson, NH

Meeting Minutes

Date: June 11, 2009
Location: Atkinson Town Hall, Planning Office
Attendees: Todd Barbera, Wendy Barker, Loren Albright, Bill Innes, Dave Hammond

Meeting called to order at 7:05 PM

Discussion points:

- We should advertise/market ATC recommendations in warrant article to help ensure its passage in the next election. We should use all available methods including Town web site, presentations to the Board of selection and Budget Committee, snail mail, etc
- As suggested in the last meeting, we should understand the total cost of IT spending in this years budget and how it is broken out by department
- Document management as an activity is outside of the scope of this committee. We should only make recommendations re: data management to the BOS.
- We should use Salem as a baseline for IT improvement and best practices
- We should include an asset management document (Todd's) as an appendix to the presentation document
- We should include the findings spreadsheet as an appendix to the presentation document
- We should include and "other recommendations" section in the presentation that includes those thins not in the scope of the IT committee but discovered in our research, e.g., the fire department PBX phone system
- We should make recommendation to have a transfer switch wired into the building so that a generator could be used to run the towns IT environment in case of extended power outages

Recommendations from meeting:

- Town should adopt and use "industry" best practices for IT
- The BOS, town clerk and budget committee should make a field trip to see what the results of proper document management look like

Action Items

- **Bill** to create a baseline SWOT analysis based on spreadsheet and previous discussions
- **(?)** to search web for "town best practices"
- **Todd** to call Iron Mountain to get more info on Document management
- **Dave** to obtain an asset management template for discussion and inclusion in the presentation
- **Bill** to update the spreadsheet and distribute to the team
- **Wendy** to try to coordinate meeting(s) with Salem, make them a case study and contact other towns
- **Wendy** to create a website diagram
- **Dave** to continue the writing the dialog for the IT Assessment (waiting for updated spreadsheet)
- **Todd** to set up next IT Committee meeting. Meeting to have the following goals/agenda
 - Review action items 15 min
 - Review spreadsheet and Dave's document 30 min
 - Establish recommendations for the presentation 45 min
 - Establish recommendation priorities 45 min

6-2-09 meeting incomplete action items:

- **Wendy** to research town IT P's & P's on the internet
- **Todd** to try to ID Atkinson's IT budget/spending by department
- **Todd** to check with Dianne at the library regarding info on their support company
- **Wendy** to take a stab at ID'ing solutions for town web site based on the FO
- **Dave** to send his RSA91A document re: document retention to committee

Meeting adjourned at 8:55 PM.