

# Atkinson Technology Committee

## Atkinson, NH

### Meeting Minutes

**Date:** June 16, 2009  
**Location:** Atkinson Town Hall, Planning Office  
**Attendees:** Todd Barbera, Wendy Barker, Loren Albright, Bill Innes, Dave Hammond

Meeting called to order at 7:06 PM

#### Action Item review:

- The SWOT analysis was reviewed and updated
- Wendy had a phone meeting with Cynthia, the IT representative from the Salem. She arranged a meeting with the ATC and Cynthia on Tuesday June 23 via conference call. Cynthia created a policy manual and a standards book that she is willing to share. She established an exchange server as her first order of business including email, calendar, etc. this improved productivity in the town departments. They also discussed Salem's web site, back up process among other things. We can discuss these things and more when we meet with Cynthia next week.
- Todd discussed Iron Mountain storage and its benefits
- We discussed the possibility of linking document storage, IT re-engineering, ACTV and the "cable fund"
- The Spreadsheet was discussed and modifications suggested

#### June 16 action items:

- **Bill** to an IT interview with Noriko at the recreation center (complete – appended to these minutes)
- **Wendy** to set up meeting with Cynthia from Salem town Hall for 6:00pm on June 23<sup>rd</sup> (complete)
- **Bill** to update the SWOT analysis and spreadsheet (complete)
- **Todd** to meet with Dianne Heer at the library to get more info

#### Previous Meetings Action Items

- **Wendy** to create a website diagram (in process)
- **Dave** to continue the writing the dialog for the IT Assessment (in process)
- **Todd** to try to ID Atkinson's IT budget/spending by department
- **Wendy** to take a stab at ID'ing solutions for town web site based on the FO

Meeting adjourned at 8:57 PM.

#### Meeting with Noriko at the Community Center to assess IT needs – Thursday June 18 @ 11:00 AM

- The Community center has one PC and two printers located in an office in the Center. The PC is approximately 2 years old. One printer is approximately 8 years old and is a hand-me-down from town hall. The other printer is a 2 years old all in one.
- Back ups are not done. Any important data/memos/emails are emailed to Noriko's home computer and saved there.
- The recreation web site was created using E-Teams (?) and is maintained by a member of the recreation commission. The site is kept up to date and is linked to the town web site
- Noriko has a town email account but uses still her AOL account because of the lateness of getting the account from the town
- The PC has Microsoft office installed but we don't know if it is licensed. She needs Microsoft Publisher on her PC (she has publisher on her home PC and uses that. Would like some recreation specific software or but was turned down because of cost (\$500 ??)
- The recreation center needs a better phone system, one that had caller ID, call waiting, voicemail, etc. A recent power outage caused all messages on the recreation center to be lost.
- There is no IT budget, however she does have \$500 in a "minor equipment fund" and \$500 in a "comm.. center professional service fund" that she could use for IT spending if needed
- Steve Yusif does maintenance on the PC and printers if required
- She would like to get a few (4 or 5) PCs or laptops to set up a series of computer classes for seniors – how to use seminars, email seminars, etc,

