

# Atkinson Technology Committee

## Atkinson, NH

### Meeting Minutes

**Date:** June 30, 2009  
**Location:** Atkinson Town Hall, Planning Office  
**Attendees:** Todd Barbera, Wendy Barker, Bill Innes, Loren Albright

Meeting called to order at 7:06 PM

- The following documents, which will be used in support of the presentation to the board of selectmen, were reviewed and level of completion updated:
  - Spreadsheet ----- Complete
  - SWOT Analysis ----- Complete
  - Salem Policy Guide ----- Complete
  - Narrative ----- 75% Complete – Dave
  - Recommendations with priorities and timeframes -- 75% Complete – Todd & team
  - Police Internet User Policy ----- Complete
  - Web site suggested content outline ----- 90% Complete – Wendy
  - Web site template ----- 100% Complete – Wendy
  - Web domain structure ----- 75% Complete - Wendy
  - Iron Mountain document ----- Complete
  - Web hosting document ----- Complete
  - Asset management template ----- Complete
  - RSA-33A retention matrix document ----- Complete
  - Presentation ----- 0% Complete – Team
- Wendy presented the proposed outline of the Town of Atkinson website including a proposed template
- The committee reviewed and suggested updates to Todd's recommendation document

June 30 action items:

- **Bill** to add "ability to send pictures from crash scene site" to the fire department section of the spreadsheet as-well-as adding email and internet needs for highway department
- **Bill** to consolidate updates to Todd's recommendation document and send to team
- **Bill** to add recommendations re: reverse 911 and recreation commission to recommendation package
- **Team** to review Dave's narrative and be prepared to discuss at next week's meeting

Previous Meeting's open Action Items

- **Bill** to update Spreadsheet (remove priority and timeframe, add page #'s and time stamp)
- **Dave** will "package" our documents (make them pretty) for the BOS meeting
- **Bill** to try to set up IT interview with Ted Stewart

Next week's meeting to focus on:

- Review and update the narrative
- Begin construction of the presentation

Meeting adjourned at 8:27 PM.