

Atkinson Technology Committee

Atkinson, NH

Technology Working Session Meeting Minutes

Date: August, 2009
Location: Atkinson Town Hall, Selectmen's Office
Attendees: Todd Barbera, Dave Hammond, Bill Innes, Wendy Barker, Loren Albright, Bill Friel, Bill Bennett, Fred Childs

Meeting called to order at 7:10 PM

- Speaking for the Board, Bill F. stated the Town's IT priorities as:
 - Hardware, software and data security
 - Town employee use of e-mail
 - System, data storage and back-up processes
 - IT policies and procedures
- The ATC team suggested that
 - Support for hardware and software and
 - Consolidation of IT purchasing under one authorityare closely related to the items mentioned in bullet one. The board concurred
- The Board of Selectmen (BOS) suggested that the ATC approach the Library Trustee's on our recommendation of consolidating data centers in the library's data center
- The BOS asked for a recommended IT work/implementation roadmap (how, when, what, current costs, etc.) so that we (BOS and ATC) can plan our next and future steps in a logical and cost effective phased approach. A two week turnaround for this roadmap is recommended with low hanging fruit, e.g., asset management spreadsheet, started immediately
- The BOS suggested that there is a need for speed based on the Town's upcoming planning budget cycle
- The BOS suggested that, while important, Town phone system consolidation and upgrade is a second level priority
- The BOS asked us to recommend a way to get Ted Stewart's garage on line and e-mail active ASAP
- The ATC recommended that the town hire an intern to complete the asset management spreadsheet for the different town departments. Loren Albright suggested that his daughter would be an ideal candidate for the internship. The board asked Loren to have his daughter apply for the position.

Action Items:

Bill I: Distribute meeting minutes Due 8/5
Todd: Communicate with Library's support company (First Choice) Due 8/10
Wendy: Estimate web site development and ongoing administrative costs Due 8/13
Bill I: Create a preliminary "IT Policy and Procedure" document for BOS reviewDue 8/13
Dave: Train and mentor Laurel Albright on the asset management spreadsheet .. Due 8/10 - Ongoing
Dave: Act as library liaison for the ATC, attend next Library Trustee meeting..... Ongoing
Todd: Create the IT roadmap suggested by the board Due 8/12
Bill Bennett: Determine cancellation date for the "Bayring" contract
Bill Bennett: Secure copies of Steve Yussif's billed invoices and forward to Todd
Bill Friel: Get town IT budget/spending information (3 year history) and forward to Todd

Meeting adjourned at 9: 20 PM.