

Atkinson Technology Committee

Atkinson, NH

Meeting Minutes

Date: October 22, 2009
Location: Atkinson Town Hall
Attendees: Todd Barbera, Wendy Barker, Tom Cannon, Bill Innes

Meeting called to order at 7:10 PM

Discussed RFP:

- The final draft of the RFP document was approved by the BOS at Monday nights meeting (10/19/09)
 - There were just a couple of typos and a request for a reference to encryption by Bill Bennett
 - Todd made requested changes
- We will use the library's advertisement as a template for ours.
- We will submit the ad to Barbara Snicer for placement in the Eagle Tribune as well as the Union Leader.
- Deadline has been changed to Thursday, December 3, 2009 at 4:00 pm so that we may begin the process of reviewing the bids that night at our meeting

Discussed Equipment/Audit/Inventory

- Reviewed the inventory that was done at the Police Station by Mike Ebbett from First Choice. It is the general opinion of the committee that all the equipment is quite outdated and must be considered for replacement as soon as possible.
- Discussed the town's choices for networking as well as the information provided by Comcast concerning Dark Fiber and other options and their expenses.
- Todd asked Bill Innes to begin the process of an audit/inventory of all the equipment in the Town Hall

Discussed Server Room

- Todd has been moving forward with the option of using the whole File Room as the proposed Server Room.
- The three problems that we were confronted with in proposing this room were:
 - Tax Collectors access to her records (we were told that State RSA's dictate this requirement for direct access)
 - Large amounts of documents marked for destruction and old equipment are taking up space as well as custodial supplies
 - Many of the Planning Boards plans are located in that room
 - The attic access is located in that room
- In order to address and resolve these issues Todd has done the following:
 - Spoke with Debbie DeSimone and proposed that we have a will put up to give her the 3' x 2' alcove at the end of the room with a locking pocket door for access. Debbie agreed that that would be an acceptable option.
 - Spoke with Sue Killiam concerning the relocation of the Planning Boards documents and she said that she could find space elsewhere in the Town Hall, probably in the plan room
 - Spoke with Sandra (last name ?) the finance director concerning the boxes marked for destruction and she said that she has 38 boxes ready to go and has received a quote from a company that will take them away and certify that they have been destroyed for \$4.50 a box. (The cost of document destruction can be rolled into the project warrant article for use of the Cable Capital Fund)
 - Other misc old equipment and can be disposed of and the custodial equipment and supplies can be relocated to the current server room.
 - With the proposal to use the alcove for the tax collector, the attic access may be fine to leave were it is.

Discussed Warrant Articles

- Determined that the following items will be included in the Warrant Article for use of the Cable Capital Fund
 - HVAC work in new Server Room
 - Electrical work in new Server Room
 - Phone panel relocation
 - Network (re)cabling work needed for relocation to new Server Room
 - Carpentry work needed to build wall to divide current File Room into a Server Room and the Tax Collectors file closet. Also needed for other minor construction requirements
 - Purchase of a new fireproof file cabinet for Tax Collector
 - Generator purchase and installation

Meeting adjourned at 8:45 PM.