

# Atkinson Technology Committee

## Atkinson, NH

### Meeting Minutes

**Date:** October 8, 2009  
**Location:** Atkinson Town Hall  
**Attendees:** Todd Barbera, Wendy Barker, Tom Cannon

Meeting called to order at 7:18 PM

#### Discussed Server Room Requirements:

- Presented Bill Friel with our ideas for using the whole File Room for a Server/Cable room
  - Bill was opposed to the idea of using the entire room and requested we come up with a better solution using less space
- Found Town Hall blueprints in the Plan Room and reviewed our options.
  - Took measurements and determined that we need the whole File Room or as an alternative, we could use a 12 foot wide area of the Storage Room.
  - In order to do this we need to identify documents allotted for destruction, discard old furniture and junk, move custodial supplies to the present server room, and if the solution is determined to be the Storage Room, we need to relocate the Fax machine and the Postage machine to a secure location (Possibly in the File Room)

#### IT Policy and Procedure Document

- No further comment yet from the BOS. Bill Friel has read it but has not review with other members

#### IT Support RFP Proposal Document

- No further comment yet from the BOS. Bill Friel has read it but has not review with other members

#### Budget and Warrant Article Discussion

- Determined that the following line items would be funded by the Cable Capital Fund and put to Warrant Article:
  - Construction Costs
  - Phone Equipment Relocation
  - Re-cable Cost for Server Relocation
  - HVAC Installation Costs
  - Electrical Costs
  - Generator
  - Video Streaming Application/Equipment for Website
- Determined that the following line items would be written as a separate (second) Warrant Article:
  - Backup and Recovery Service Costs
  - Email (exchange) Costs
  - Server Consolidation Project Costs
- Determined that IT Support is covered under the current Town IT Budget
- Determined that Web Hosting is also covered under the current Town IT Budget

Meeting adjourned at 10:43 PM.