

Atkinson Technology Committee

Atkinson, NH

Meeting Minutes

Date: September 24, 2009
Location: Atkinson Town Hall
Attendees: Todd Barbera, Dave Hammond, Wendy Barker, Tom Cannon
Guest attendee: Mike Ebbett, First Choice (first hour)

Meeting called to order at 7:15 PM

Discussion with Mike Ebbett of First Choice Technology

- Discussed centralization options vs. using current network configuration
 - Support costs would be more cost efficient
 - Many more issues are relevant to the overall town than just a consolidate or not consolidate cost comparison (data security, consolidation of IT budgets and purchasing of IT assets, legal compliance with data retention and retrieval, system security, etc)
- Mike raised several risks if Atkinson were to outsource email
 - Security issues with proprietary town information
 - Possible problems with data recovery in case of system down time or loss
 - Control of backups and archival
- Recommends centralization of email through use of Small Business server, not a huge cost issue
- Recommends controlling possible system degradation because of centralization options through use of V-lans and firewalls
- Discussed next steps such as system audit, interview users to find out what their PC experience has been so far, find out what apps they use and find out what issues have been consistently outstanding

Committee members discussions:

New Town Administrator request for a laptop

- Todd suggested that we repurpose Phil's current desktop and replace it with a laptop and docking station.
- Committee reviewed the specs submitted by Phil and proposed a business machine option. Wendy will compare costs through several vendors using suggested specs from Todd

IT Policy and Procedure Document

- Todd submitted several markups which Wendy will include in current v2 of the document
- Committee proposes the following matter and put to a vote:
 - 1 - Motion to submit IT Policy and Procedure document v3 to the Board of Selectmen as our final suggested draft.
 - Brought to the table by Dave Hammond
 - Seconded by Todd Barbara
 - Decision unanimously agreed upon** all by committee members present

Proposal to Outsource Email

- Discussed proposal submitted by Adel-XT to outsource email
- The committee finds a lack of detail in the Adel-XT proposal pertaining to backups, security, archival process, data retrieval etc.
- The committee is concerned that outsourcing email carries risks that the town cannot accept such as it ability to comply with RSA-91A requests
- Committee proposes the following matter and put to a vote:
 - 1 - Motion to defer request to outsource email (until after the RFP process to select a support contractor) based on 91-A compliance issues and lack of proposal detail.
 - Brought to the table by Dave Hammond
 - Seconded by Todd Barbara
 - Decision unanimously agreed upon** by all committee members present

Budget Committee

- Next Budget Committee meeting will be held on Tuesday, October 6, 2009
 - We have been told by the Budget Committee that they have a very full agenda that night and that we should attend their next meeting held on October 13th (meetings are held weekly during budget season)
- In preparation for this meeting Tech Committee members should try to watch the Oct. 6th meeting to get a feel for the process
 - We should request a list of IT expenses by department
 - We should organize a list of questions concerning the process of submitting a proposal and preparing a warrant article.

Action Items:

Todd: obtain a RFP template from Dave and prepare a draft

Wendy: update the IT Policy and find laptop options

All: watch budget committee meeting on October 6th and compile a list of questions to the committee in preparation of our meeting with them

Meeting adjourned at 9:23 PM.