

Atkinson Technology Committee

Atkinson, NH

Meeting Minutes

Date: November 12, 2009
Location: Atkinson Town Hall
Attendees: Todd Barbera, Wendy Barker, Tom Cannon, Bill Innes, Dave Hammond

Meeting called to order at 7:10 PM

Discussed RFP response and actions:

- We must treat all respondents equally
- We require that all respondents tour Town Hall facility to view IT infrastructure
 - Three tours to be held
 - Monday 16 November at 5 PM
 - Wednesday 18 November at 10 Am
 - Monday 23 November at 5 PM
 - Town will be viewed as a contractual whole (excluding the Library)
 - Questions received during the tours will be collected and one response will be sent out via e-mail to the respondents on Tuesday 29 November
 - We will compile and deliver a list of "IT needs" to the respondent finalists, e.g.
 - Required number of support resources
 - Response time requirements
 - Town need for monthly, quarterly and annual copies of town system backups
 - Provision of "loaner" (spare) monitors, mice keyboards, etc.
 - Process to recover systems after "catastrophic failure
 - Automated audit for each PC/laptop in the town's inventory
 - Etc.
- Tom talked to BayRing – they will deliver two quotes for moving of lines
 - One for "Rewiring"
 - One for "1 line"
- We will not include the Town Hall generator in our warrant article – that is a BOS action

Action Items:

Bill: Update Town Hall IT inventory w/ servers, printer, garage laptop, etc ----- TBD
Todd B: Draft warrant article to be completed by ----- 19 November
Todd B: Schedule time before the BOS and Bud Comm regarding warrant article - TBD
Wendy B: Talk to Dave Williams regarding streaming video and web hosting ----- TBD

Meeting adjourned at 8:50 PM.