

# Atkinson Technology Committee

## Atkinson, NH

### Meeting Minutes

**Date:** November 19, 2009  
**Location:** Atkinson Town Hall  
**Attendees:** Todd Barbera, Wendy Barker, Bill Innes, Dave Hammond

Meeting called to order at 7:00 PM

#### Action Items:

**Bill:** Update Town Hall IT inventory w/ servers, printer, garage laptop, etc ----- Complete  
**Todd B:** Draft warrant article to be completed by 19 Nov ----- Complete  
**Todd B:** Schedule time before the BOS and Bud Comm regarding warrant article, ATC Charter, IT Policy, formalizing ATC role for the town and request for Change of purpose for the cable fund ----- 12/15  
**Wendy B:** Talk to Dave Williams regarding streaming video and web hosting ----- in process  
**Todd B:** Talk to Dave Weymouth re: construction costs ----- in process  
**Tom:** Talk to Bayring about the costs for moving the phone system ----- in process  
**Todd B:** Create a "timeline" for required ATC future actions ----- 12/15  
**Dave H:** Formally re-write warrant articles ----- 12/3

#### Minutes:

- Monday's and Wednesday's tours had a total of 3 RFP respondents tour the Town Hall facility. All seemed qualified to support the town's IT service requirements. The last tour will be held in Monday 11/23 at 5:30 PM. Questions were collected and answers will be sent to all respondents following the last tour.
- We should float the idea to the BOS that the ATC become a formal and appointed committee that will oversee and manage the IT direction, budget and spending for the town.
- We need to create a "cycle" recommendation for the replacement of IT equipment
- We should request access to "part" of the cable fund for support of the town's IT requirements.
- The town's phone system should not be considered as part of the server move/storage closet to computer room repurpose. The phone system may be considered as part of the IT architecture at a later date.

Meeting adjourned at 8:35 PM.