

**Town of Atkinson  
Atkinson Technology Committee  
Regular Meeting 7:00 P.M.  
Thursday, January 27, 2011**

**Open Regular Meeting:**

Chairman Todd Barbera opened the Regular ATC Meeting 7:09 P.M.

**Members Present:**

Todd Barbera  
Tom Cannon  
Wendy Barker  
Bill Innes

**Guest:**

Bill Friel

**Discussions:**

1. Computer room location – We discussed the most logical location for the computer room in town hall. At issue is lack of storage locations for town documents. There are also significant amounts of documentation located at people's houses which will be returned to town hall, further complication the issue. Before we can determine a location for the computer room, we need to find a location to store all town documents. Actions to be taken include:
  - Based on RSA's, develop a document retention process (strategy) for each department that stores records in town hall. **AI – ATC Member TBD**
  - Create a memo to department heads giving them direction/instructions for review and disposition of their department's documents based on RSA's – **AI – BOS/Town manager**
  - An ATC member will be assigned to each department to support the document review. **AI – ATC Member TBD**
  - Review large room behind Rose C's office to look into storage potential – **AI – ATC Member/BOS TBD**
  - Meet with Fred Kulic and investigate the use of the Historical Society building's basement as a potential site. **AI – Bill Innes/Tom Cannon**
2. Web Site – Wendy is working with departments in town to bring their information to the web site before the site is published. Bill Friel called Steven Lewis to determine if it would be Ok to use a picture of his house on the web site. Response is pending. The overall structure of the site is approved – nice job Wendy! The town needs another “account holder/manager” for its web site. Phil Smith is in process of applying for account holder. It was agreed that the site would house two years of BOS/Department meeting minutes. Also that at least two years of the towns annual report would kept on the site. We discussed the use of twitter for the Police Department and the Fire Department for immediate notification of important information to town residents. The idea was well received. There will be some work required to prepare the BOS meeting documents for inclusion on the site due to lack of applied standards. Wendy and/or Karl will do this work.

3. IT Policy – Bill F stated that the town’s IT policy will be included in a new town policy document. It will be implemented and enforced when the town document is released.
4. Technology cost – Bill was provided an update on the First Choice Networks contract and informed that FCN is providing support for all areas of Town with the exception of the PD. The PD is currently utilizing Don Roberts for their IT needs. Bill was also updated that to date the PD has not yet fulfilled the request for an inventory of their laptops so that we could include them in the replacement cycle.
5. ATC Priorities 2010/2011 – We conducted a review of 2010’s ATC priorities and received the BOS ATC priorities for 2011.
  - 2010
    - Town web site – in process (see above)
    - Phone system – ATC’s role complete
    - Technical literacy – done through First Choice (IT vendor)
    - Computer room – in process (see above)
    - Laptops project for selectmen – complete
    - E-mail accounts for town employees – to be done
    - Document management - postponed until 2011
    - Work order process for town – on hold due to complexity
    - IT policy – done and approved (see above)
    - Server consolidation – complete
    - Highway department on line – complete
    - PC replacements in FD and PD - complete
  - 2011
    - #1 – document management
    - #2 – Computer room/temporary document
    - #3 – Capital improvement plan for IT
    - #4 – Automate the building department, recommend process and S/W, integrate with other departments, etc.
    - #5 – Determine if the town’s IT infrastructure, including switches, is wired correctly and efficiently
    - #6 – E-mail accounts for town employees

Next meeting to be held 2/10/11

Meeting adjourned at 9:13 PM

Respectfully submitted by Bill Innes