

**Town of Atkinson
Atkinson Technology Committee
Regular Meeting 7:00 P.M.
Thursday, March 10, 2011**

Open Regular Meeting:

Chairman Todd Barbera opened the Regular ATC Meeting 7:10 P.M

Members Present:

Todd Barbera
Tom Cannon
Wendy Barker
George Athanasiou
Bill Innes

Discussions:

1. Reviewed this tears Warrant Article vote. We will start the process earlier next year, do a better job of marketing and reword the warrant. This year's vote missed a two thirds majority by 18 votes.
2. Discussed creating a 5 year capital improvement plan. At a start we will:
 - a. Update our original spreadsheet
 - b. Bring forward action items
 - c. Include server replacement
 - d. Include document management
 - e. Differentiate between capital and operational costs

AI: Bill I to update the spreadsheet and begin the planning process. Due 3/24/11
AI: Todd to send out the Hillsboro CIP. Due 3/11/11
AI: Todd to send out our RSA retention document. Due 3/11/11
AI: Todd to work with Bill F re: memo to department heads regarding document retention. Due 3/24/11
AI: Bill/Tom to set up meeting with Fred Kulik to tour basement of Historical Society house to see if it would meet document storage requirements. Due 3/24/11
3. Discussed web site status
 - a. E-mail is OK to send web site updates to FirstChoice per Mike Ebbett.
AI: Wendy to notify department heads on how to update the web site. Due 3/11/11
 - b. **AI: George will write a "blurb" for the ATC portion of the web site. Due 3/14/11**
 - c. Update: Wendy is still waiting for responses from content owners. The information on the site needs to be verified. Shooting for the site to go live by the end of March. May have to push to April based on response from information owners.

Next meeting to be held 3/24/11

Meeting adjourned at 7:43 PM

Respectfully submitted by Bill Innes