

Town of Atkinson
Atkinson Technology Committee
Regular Meeting 7:00 PM
Thursday, June 14, 2012

Open Regular Meeting:

Chairman Todd Barbera opened the Regular ATC Meeting 7:02 pm

Members Present:

Todd Barbera, Wendy Barker, Karl Athanasiou, Dave Paquette

Discussions:

New Member

- Welcomed Dave Paquette as a new member of the committee

Website

- Reviewed the progress of Vimeo. Seems to be working fine. Uploads made by Dave Williams, code embedded into the Video web page by Wendy Barker.
- Twitter account has been opened. Wendy needs to work it into the design of the main page of the site.
- Wendy needs to update the Tech Committee membership on the web page

Committee

- Dave Paquette asked why there is no formal charter or summary. The committee never drafted one. Dave offered to draft a formal document. To be reviewed at a later date
- Dave Paquette asked why there was not a current list of the status of all projects outlined in the Technology Plan of 2009. It was explained that the completion, prioritization or cancellation of these projects were documented over the years through meeting minutes, budgets and physical evidence.
- The committee then discussed putting together a 5 year plan. Dave offered to review the 2009 Tech Plan and develop a summary of the procedures used to finish current projects and then produce a 5 year plan.
- Todd explained the current projects
 - Document Management
 - Website (ongoing)
 - Server Room
 - Town Hall rewiring
 - 5 year refresh of assets (ongoing)
- Todd will try to create a job description for the committee to submit to Bill Innes

Town Admin Laptop

- Request for a laptop for the Town Admin to use at meetings as well as the office (like the Selectmen). Will request a quote from First Choice Networks for a laptop,

mouse, keyboard, dock and monitor. Desktop will be repurposed someplace else in town hall or at the APD.

- Todd made a motion to purchase a new laptop for the Town Administrator and to repurpose the existing desktop. Wendy seconded the motion. 3 members are in favor of the motion, Karl abstained.

Door Lock Software

- Discussed the need for a new laptop for the new door lock software. The committee would like to see more information on the lock system before making that determination.

Document Storage

- Discussed creating a shared drive for common documents for all department heads to access. Karl will ask First Choice Networks about doing this and the cost for the CALs.
- Karl will work with Don Roberts to discuss where to put the new server that meets secure guidelines.

Meeting adjourned at 8:46 PM

Respectfully submitted by Wendy Barker