

Information Technology Committee

Organization Meeting - June 16, 2009

Meeting called to order at 7:02 PM

All members present:

*Jonathan Dennehy; Donna Burton; Duncan Phyfe; Gregory Fagan; Joseph Kalagher;
Kyle Johnson; Paul Rekos*

A chair and clerk is required for organization.

On a motion by Joseph Kalagher

Second by Donna Burton

Kyle Johnson was elected as Chair

On a motion by Donna Burton

Second by Kyle Johnson

Joseph Kalagher was elected clerk

Discussion was heard on the following:

Selectmen have no handle on: Technology Needs, costs, value added or needs both short and long term

Does the Town have what they need?

Planning- Are there any options for a regional option with ASH/West School District and Town of Westminster?

Town Inventory-

Police - Fire - Town Hall - DPW - Library - Schools - Others Departments?

Discussion of the "Opening Meeting Law" and discussions by committee members using email was held. We will research and be sure to compile with the law.

Software in use by Town department and employees will have to be researched and documented

Areas of research will include -

- Hardware*
 - Software*
 - Current contracts*
 - Plans in effect*
 - Billing History by current vendors*
 - Town Website*
 - Templates*
 - Dept List*
 - Guardian contract and history*
- Events -*
- Pre - "Event" - Post "Event" - Water Damage*

Guardian - ???????

- Network Plan (map) - Visio ?*
- Equipment list with owner*
- Disaster Recover Plan*
- Backup Plan*
- Program Licenses*
- Contracts with the Town*
- Other*

We will meet June 23, 2009

Submitted by

Joseph Kalagher Clerk