

**Information Technology Committee
Meeting Minutes**

Date: September 8, 2009
Open Meeting at 7:03pm

Present: Donna Burton, Kyle Johnson, Duncan Phyfe, Joe Kalagher

Absent: Paul Rekos

Discussion: Meeting with the Board of Selectmen is scheduled for September 21, 2009

REVIEW: Information to be presented to the Board of Selectmen regarding:

- | | |
|------------------|------------------|
| * Current Server | * Exchange |
| * VOIP | * Vision / Munis |

DOR Recommendations to the Town

Presentation to Include: Department of Revenue Directives
Recommendations on Guardian Contract
Construct RFP for IT with vender being on State List
Construct New Policy for IT Spending
Technical Plan devised with input from Town Hall Staff.

Temporary DR/Emergency Plan

***Short Term Goal:**

- * Inventory Listed
- * Standardize Operating Systems
- * Wireless Access
- * Software to be consistent using Windows XP with updated programs

***Long Term Goal:**

- Paperless Records
- Cross Training
- Explore other Towns Technology
- Improve Web Contents

Next Meeting: September 15, 2009 at 6:30pm

Adjourn: 7:58pm

Motion: Donna **Second:** Kyle **All in Favor**

Minutes submitted by: Donna Burton, Clerk