

## Town of Ashburnham

### IT Advisory Board

#### Minutes of Meeting of *September 16, 2010*

A meeting of the IT Advisory Board was held on September 16th, 2010 at 4:33pm at Basement Meeting Room

A quorum of 4 was present.

Members Present: Nancy Haines, Duncan Phylfe, Kyle Johnson, Joe Kallagher

Members Absent: None

The meeting acted on the following items:

- I. Approval of pervious meeting minutes
  1. Minutes we approved for the previous meeting (8/17/2010)
  
- II. New Business
  1. Discussion of peripheral devices (printers, etc...) for consolidation planning.
  2. Schedule meetings with Doug and Brad to discuss our goals.
  3. Nancy will ask Doug for "updated" job descriptions.
    1. How in depth does Doug want us to be?
    2. What is the deadline to provide the new plan to the BOS for approval?
  4. Disaster Recovery
  5. Technology plan was discussed at length. Specifically:
    - i. Police/Fire not appropriately represented in long term planning.  
We will need better information on their systems
    - ii. System replacement pricing and purchase plan
    - iii. Infrastructure
      1. WAN/LAN availability
      2. MESH Networking
      3. Public WIFI
      4. VOIP
      5. VPN
      6. Mobile access
      7. Thin Clients
    - iv. Information is largely out of date. We need to update the depts. and extraneous systems that are going to be included in the plan.  
Potential systems include:
      - a. Remote alarm systems
      - b. Surveillance systems
      - c. Telemetry systems
      - d. Radio towers
    - v. Individual depts. are going to need provide information
    - vi. Recommendations section is still largely applicable. We may want to consider using this framework to construct the new plan

III. Old Business

1. Duncan Phyfe was elected Chairman (*4 in favor, none opposed, no abstentions*).
2. Kyle Johnson was elected Secretary (*4 in favor, none opposed, no abstentions*).
3. Duncan will request a copy of the most recent inventory completed by Guardian.
4. Nancy will procure an electronic copy of the technology plan for the purpose of updating content and strategy.
5. Nancy will procure a copy of the newly signed Guardian contract for review
6. The following items were discussed for future consideration
  - i. VPN Access (who is granted it, etc...)
  - ii. Telephony/Telecom deployment
  - iii. Dedicated email addresses for all committees
  - iv. Archiving of all town employees, committee member emails
  - v. Digital copies of invoices for accounts payable
  - vi. Current state of the towns' fiber span (including status of termination at both ends)

The following documents were referenced/used during the meeting:

1. Information Technology Strategic Plan (dated March 20, 2006)

Meeting closed at 8:39pm (*4 in favor, none opposed, no abstentions*)

Respectfully Submitted;

Kyle Johnson  
Secretary