

Town of Ashburnham

IT Committee

Minutes of Meeting of June 28th, 2010

A meeting of the IT Committee was held on June 28th, 2010 at 7:00pm at Basement Meeting Room

A quorum of 4 was present.

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

Members Absent: None

The meeting acted on the following items:

I. New Business

1. Duncan Phylfe 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)

II. Old Business

1. None at this time

Meeting closed at 7:45pm (*4 in favor, none opposed, no abstentions*)

Respectfully Submitted;

Kyle Johnson
Secretary