

**Information Technology Committee
Meeting Minutes**

Date: September 15, 2009
Open Meeting at 7:18pm

Present: Donna Burton, Duncan Phylfe, Joe Kalagher, Jonathan Dennehy
Paul Rekos at 6:30 (emergency call)

Late: Kyle Johnson

Discussion: Bring Jonathan up to date on recommendation to be presented to the Board of Selectmen such as:

Termination letter for Guardian
Suggest putting out RFP for new Information Technicians with Guardian applying.
Procedures of purchasing
RFP for Info Technology
Communication, software licenses, hardware life span
Making IT Committee Long Term

RFP Goals: Develop Tech Plan 5 years out
Redefine scope of work
Monitor workflow
Ticket Tracker through computer

Refer to last meeting for Short Term and Long Term Goals for IT Committee

Next Meeting: September 21, 2009 with Board of Selectmen

Adjourn: 8:14pm

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

Minutes submitted by: Donna Burton, Clerk