Information Technology Committee
Meeting Minutes

Date: July 14, 2009
Open Meeting at 7:05pm

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

Absent: Greg Fagan, Paul Rekos and Jonathan Dennehy

Motion: Approve July 7, 2009 Minutes
By Joe to be removed as Clerk and appoint Donna as new Clerk

Second: by Kyle, all approved

REVIEW: IT Policies for the Town, reports specifically noting the IT plan and cost.

IT Status Report by Guardian, question Data Recovery Plan.

Software and Hardware form questionnaire presented by Joe; make changes, identify and tag systems owned if not done.

Discussion: Questionnaire Forms to be sent out to Board of Selectmen, Town Administrator, Advisory Board and Departments after changes made.

Vote: Approved Software and Hardware Questionnaire Form as edited by the IT Committee and for Joe to submit to Boards as noted in discussion section.

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

Goal: Have questionnaire form back in two to three weeks.

Meet with Guardian Technology

Next meeting: July 28, 2009.

Meeting Adjourned: 7:48 pm
Motion: Kyle **Second:**   Duncan   **All in Favor**

Minutes submitted by: Donna Burton, Clerk