

# Ashburnham

## IT Advisory Board

**Date:** 11/1/2011 / 7:00PM

**Location:** Fire Conference Rm. @ Public Safety Building

<b>Attendance:</b> <b>Opened @ 7:05pm</b> <b>Closed @ pm</b>	Board Members: All present  Guests: None
<b>Agenda</b>	<b>Minutes</b>
Welcome New Members <ul style="list-style-type: none"><li>• Brian Kuehl</li><li>• Ken Hamilton</li></ul>	
Past minutes approval - 9/13/2011 Minutes <ul style="list-style-type: none"><li>• vote by Kyle, Joe &amp; Duncan</li></ul>	Motion to accept minutes of 9/13/2011 - Kyle Johnson Second: Joe K. Pass: Approved unanimously
Team Collaboration - Google Docs	<a href="mailto:kensageek@gmail.com">kensageek@gmail.com</a> , Joe K. to sign up for account.
Infrastructure Upgrade <ul style="list-style-type: none"><li>• Selection of Team Member to lead</li><li>• Schedule kick-off w/Guardian</li><li>• Schedule kick-off w/AMLP</li></ul>	Need to determine when AMLP is available (and wants) to string the fiber cable for fiber backbone.  Ken and Joe will form the Fiber Deployment sub-committee dedicated to installation, configuration and usage of the yet to be installed fiber backbone connecting TH and the PSB.  Ken and Joe will handle the scheduling of the meetings with Guardian and AMLP.

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<p>IT Board &amp; Town Process for Purchase</p> <ul style="list-style-type: none"><li>● Review of IT budget for FY12</li><li>● Selection of Team Member to lead<ul style="list-style-type: none"><li>○ includes tracking FY13 coming</li></ul></li><li>● Review discussion notes from 9/13 mtg<ul style="list-style-type: none"><li>○ AFD needs vs. Budget</li></ul></li><li>● Purchase process formalization</li></ul>	<p>Brian &amp; Duncan to be the budget sub-committee</p>
<p>IT Strategic Plan</p> <ul style="list-style-type: none"><li>● Review preliminary TOC</li><li>● selection of Team member to lead</li><li>● selection of team members to pull together sections of Plan</li><li>● Tentative schedule<ul style="list-style-type: none"><li>○ review cycle with town admin</li><li>○ review cycle with Guardian</li><li>○ review cycle with capital planning</li><li>○ review cycle with department heads</li><li>○ roll out formal document</li></ul></li></ul>	<p>Kyle will take point on the TOC</p> <p>Special consideration will be given to using parts of the old plan.</p>
<p>Adjournment</p>	<p>motion to adj: K. Johnson second: Brian Kuehl vote: uni...</p>

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### ADDITIONAL INFORMATION TO SUPPORT AGENDA

#### FY12 - IT Expenses



Financials, Revenue & Citizen Services and Human Capital Management



10/27/2011 13:12  
dcouture

TOWN OF ASHBURNHAM  
FISCAL 2012 THRU 10/31/11

PG 3  
glytdbud

FOR 2012 04

ACCOUNTS FOR: 010 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11155 IT - DATA PROCESSIONG							
<u>11155 52430 GUARDIAN</u>	41,690	.00	41,690.00	20,734.33	.00	20,955.67	49.7%*
<u>11155 52440 MUNIS</u>	28,268	.00	28,268.00	28,272.13	.00	-4.13	100.0%*
<u>11155 52450 VISION</u>	4,500	.00	4,500.00	4,750.00	.00	-250.00	105.6%*
<u>11155 52460 IMC SERVICE</u>	21,690	.00	21,690.00	4,350.62	.00	17,339.38	20.1%
<u>11155 52470 VIRTUAL TOWN HALL</u>	2,675	.00	2,675.00	2,890.00	.00	-215.00	108.0%*
<u>11155 52480 PHONE</u>	15,300	.00	15,300.00	3,238.46	.00	12,061.54	21.2%
TOTAL IT - DATA PROCESSIONG	114,123	.00	114,123.00	64,235.54	.00	49,887.46	56.3%

#### FY13 Budget Updates

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Town of Ashburnham						
FY13						
Budget Summary						
IT EXPENSE						
			FY11	FY12	FY13	FY13
			SPENT	BUDGET	DEPT	TOWN ADMIN
					REQUESTED	RECOMMEND
	<u>IT EXPENSE</u>					
<a href="#">53h</a>	11155 52430	<a href="#">Guardian</a>	\$0	\$41,690	\$0	\$0
<a href="#">53i</a>	11155 52440	<a href="#">Munis</a>	\$0	\$28,268	\$0	\$0
<a href="#">53j</a>	11155 52450	<a href="#">Vision</a>	\$0	\$4,500	\$0	\$0
<a href="#">53k</a>	11155 52460	<a href="#">IMC Public Safety</a>	\$0	\$21,690	\$0	\$0
<a href="#">53l</a>	11155 52470	<a href="#">Virtual Town Hall</a>	\$0	\$2,675	\$0	\$0
<a href="#">53m</a>	11155 52480	<a href="#">Phone</a>	\$0	\$15,300	\$0	\$0
			<b>\$0</b>	<b>\$114,123</b>	<b>\$0</b>	<b>\$0</b>

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