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Town of Ashburnham

IT Advisory Board
Minutes of Meeting of *March 8, 2011*

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A meeting of the IT Advisory Board was held on March 8th at 7:30pm at the Public Safety building

A quorum of 4 was present.

Members Present: Nancy Haines, Duncan Phyfe, 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 (2/15/11)

II.   New Business

    1. Fy12 Budget review
    2. Discussed PSB as Town IT Hub
    3. Review cost estimates with Guardian
    4. Fiber mode/size discussed

III.   Old 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 Information is largely out of date.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

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