

APPROVED

**New Durham Information Technology Committee  
Meeting Minutes  
Town Hall  
Tuesday, November 12, 2013**

**Present:** Adam Buehne, Rudy Rosiello, J.R. Jones

**Not Present:** Paddy McHale

**Also Present:** Jeremy Bourgeois-Town Administrator

Meeting called to order at 6:35 P.M. by Chairman Rudy Rosiello.

***Minutes-***

The committee re-voted on the June 5, 2013 minutes since at their last meeting a quorum of the committee from that meeting was not present. They postponed the August 28<sup>th</sup> minutes until their next meeting.

**J.R. Jones motioned to approve the June 5, 2013 minutes of the Information Technology Committee as written; seconded by Adam Buehne. The vote was unanimous.**

***New Business-*** The committee discussed the recent report by Chair Rosiello to the Board of Selectmen. He stated that the committee should look to replace the server as soon as possible. The Board of Selectmen would like an estimate for budgeting purposes in 2014. They said the main focus should be Town Hall at this point. Chair Rosiello will meet with Department Heads to learn more about their systems and programs.

The committee discussed going forward in 2014 with implementing the I-net in Town. Rudy volunteered to draft a computer use/information technology policy for the Town. He stated that he would send out a draft to the committee for their review once completed. Town Administrator Bourgeois offered to send out an email to the manager's list serve to get samples of IT policies. The committee asked the Town Administrator to look into the proposed switch to a county server (Police Department). They asked if there would be a contract, what the cost would be, the structure of service, backups, service level, etc.

Chair Rosiello mentioned government discounts for hardware purchases. Cisco was mentioned that they have a 52% discount for government entities. The Town Administrator said he would look into other opportunities for government savings.

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The committee stated they would need to know what model server, how much memory, and what licenses would be needed. Adam Buehne volunteered to assist with this research. The firewall, switch, and access points would be researched by J.R. Jones. The committee believes that if they are looking at software then all programs included financial, tax collection, and assessing should be considered.

**Rudy Rosiello motioned to have J.R. Jones handle the firewall, switch, and access point research; seconded by J.R. Jones. The vote was unanimous.**

**Rudy Rosiello motioned to have Adam Buehne handle the server and terminal server research; seconded by J.R. Jones. The vote was unanimous.**

**Rudy Rosiello motioned to have the Town Administrator poll other communities on financial software; seconded by J.R. Jones. The vote was unanimous.**

**Rudy Rosiello motioned to draft an information technology policy for the Town of New Durham; seconded by J.R. Jones. The vote was unanimous.**

The committee stated they believed a \$10,000 budget for 2013 would be sufficient. This could allow for the replacement of the server. In 2014 an additional server will be purchased if needed, based on application requirements. The committee discussed the possibility of purchasing tablets for committee members to use. Town Administrator Bourgeois said he hoped this could cut down on the amount of paper wasted, especially seen during the budget season. The committee believed a better approach would be to install LED projector screens in the meeting rooms so both meeting attendees and board members could see the same information. They estimated about \$1,500 would be needed to install LED screens in the Town Hall, Fire Station Community Room, and Library.

J.R. Jones agreed to work on some quotes, including a worst case scenario. The Town Administrator stated that it is budgeting season and the sooner he could have budget figures would be better.

***Adjournment-***

**J.R. Jones motioned to adjourn; seconded by Adam Buehne. The vote was unanimous.**

Meeting adjourned at 8:25 P.M.

Respectfully submitted,

*Jeremy Bourgeois, Town Administrator*