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New Durham Information Technology Committee
Meeting Minutes
Fire Station Community Room
Tuesday, November 19, 2013

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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-

Chair Rosiello motioned to approve the November 12, 2013 minutes of the Information Technology Committee as amended; seconded by Adam Buehne. The vote was unanimous.

New Business-

J.R. Jones updated the committee about the firewall quotes. He believes it would be around $2,000. WAN & LAN interface, VPN capabilities, from Cisco or Linksys, with a cheaper option available at about $300-400. The committee asked what internet packages Metrocast offers and how they compare to the free municipal service the Town currently gets. Additionally they asked about the INet and who in Town is on it. The Town Administrator will follow up with the committee regarding it.

The committee discussed remote access and the need to protect documents. J.R. stated that the Town may be able to use a less expensive firewall for now and possibly upgrade in 2014. He recommended moving the other firewall to the Highway garage. He also stated that Logmein could be an option for remote access at this point in time.

The committee reviewed what they believed should be purchased in 2013 and 2014. They reviewed server quotes, discussed anti-virus options and costs. Microsoft software can be purchased for the life cycle of the program or paid by the month per user via the cloud. It is estimated it would cost about $39 per user per year for anti-virus software. The committee recommended immediately purchasing the NAS box, firewall, new server, and ten thin client stations. This would cover Town Hall. Additional information and research will be needed for the other Town departments. Recommended purchases were as follows:

2013:

NAS $1,200

Thin Clients $1,000

Server $7,000

Firewall $300

Switch/UPS Wireless Adapter $2,500

Total: $12,000

2014:

Upgraded firewall $2,500

LED Screens $1,500

Thin Clients for other Town buildings $2,000

Licensing for anti-virus/ Microsoft software $3,200

Another server if needed $7,000

Total: $16,200, $3,800 (extra if needed) $20,000 Grand Total

The committee volunteered to install at no charge. Additional continued support to the Town could be given at a cost. The committee highly recommended a thorough contracted service agreement for maintenance of the system in the future.

Adjournment-

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

Meeting adjourned at 8:17 P.M.

Respectfully submitted,

Jeremy Bourgeois, Town Administrator