New Durham Information Technology Committee
Meeting Minutes
Town Hall
Monday, June 5, 2013

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

Not Present: Paddy McHale

Also Present: Jeremy Bourgeois-Town Administrator

Meeting called to order at 6:20 P.M. by Town Administrator Jeremy Bourgeois.

New Business- The committee discussed the goals of the new committee and what kinds of IT aspects they should cover. The committee determined the best place to start was with an inventory of technology in Town Hall. From there the committee can assess hardware, software, security measures, data backup, etc. The Town Administrator will start by getting an inventory of the current computers in Town Hall used by staff.

The committee decided to put off creating a meeting schedule. They will meet when needed, with their next meeting to be after the inventory is completed.

Among the topics discussed for the committee to cover were the inventories of software and hardware, infrastructure, phone systems, connectivity between buildings, copy centers, wiring, leasing/purchasing, faxing, and asset management.

Election of Chairman- The committee discussed who would serve as Chairman. Mr. Rosiello stated that he was retired and could work with the Town Administrator on specific tasks.

J.R. Jones motioned to nominate Rudy Rosiello as Chairman; seconded by Adam Buehne. 3-0.

Adjournment-

J.R. Jones motioned to adjourn; seconded by Adam Buehne. 3-0.

Meeting adjourned at 7:45 P.M.

Respectfully submitted,

Jeremy Bourgeois, Town Administrator