

APPROVED

**New Durham Information Technology (IT) Committee
Meeting Minutes
Town Hall
Thursday, January 23, 2014**

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

Also Present: Jeremy Bourgeois-Town Administrator

Meeting called to order at 6:45 P.M. by Chairman Rudy Rosiello.

Minutes-

Adam Buehne motioned to approve the January 16, 2014 minutes of the Information Technology Committee as written; seconded by J.R. Jones. The motion passed 3-0, Paddy McHale abstained.

New Business- The committee added domain and e-mail addresses to the agenda.

Each member gave an update on where they are with implementations of recent purchases. The NAS box is up and running. A full image of the server is backed up. Incremental backups are done daily, with a full back up being done bi-weekly including the operating system. Work station data will be saved to NAS box. A future objective will be to consider storing old data, possibly off-site. The committee stated they would like to look into a business continuity plan in case of a disaster. Adam Buehne stated he would be in to Town Hall over the weekend to set up the new server. J.R. talked about networking printers, firewalls, and IP addresses. The committee decided to leave the DNS on the server for now, with it eventually moving to the firewall. Chair Rosiello and Town Administrator Bourgeois gave an update of their meeting with a service provider.

The Board reviewed the Information Technology Policies and Procedures draft. The committee discussed having a website maintenance/update procedure.

Paddy McHale motioned to approve the draft Information Technology Policies and Procedures for the Town Administrator to distribute as appropriate; seconded by J.R. Jones. The vote was unanimous.

Adjournment-

J.R. Jones motioned to adjourn; seconded by Paddy McHale. The vote was unanimous.

Meeting adjourned at 8:36 P.M.

Respectfully submitted,
Jeremy Bourgeois, Town Administrator