

APPROVED

**New Durham Information Technology (IT) Committee
Meeting Minutes
Town Hall
Thursday, January 9, 2014**

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

Also Present: Jeremy Bourgeois-Town Administrator, David Swenson, Marc Behr

Meeting called to order at 6:38 P.M. by Chairman Rudy Rosiello.

Minutes-

J.R. Jones motioned to approve the November 19, 2013 minutes of the Information Technology Committee as written; seconded by Rudy Rosiello. The motion passed 3-0, Paddy McHale abstained.

New Business- The committee discussed a project plan going forward now that the equipment has been received at Town Hall. J.R. Jones and Paddy McHale offered to stop by Town Hall over the weekend and test some of the equipment. The committee agreed that J.R. would work with the firewall, switch, and UPS. Adam Buehne is going to work with the Town Administrator regarding the server. The committee agreed to come up with a project plan for next meeting.

Marc Behr asked some questions of the committee regarding their recommendations. Chair Rosiello explained how the committee came to their recommendations and that they are all New Durham taxpayers and would not recommend frivolous purchases. David Swenson responded by saying a hidden cost in the equipment is the lost productivity by Town employees. Chair Rosiello said much of the committee's work was accelerated due to the immediate need to solve issues in Town Hall. He envisions the committee meeting quarterly in the future and doing annual updates of policies as needed.

The committee will have a project plan in place regarding training, documentation, services, and timeline/milestones. Chair Rosiello believes that a good service contract must be drafted and a service provider would be brought in after installation. David Swenson stated he believes a service provider must be on board as soon as possible. Chair Rosiello agreed to work on criteria for an RFP for a service agreement. The committee will review the draft IT policies and procedures, software questionnaire for departments and revisit it next meeting.

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The committee scheduled their next meeting for Thursday, January 16, 2014 at 6:30 P.M. at Town Hall.

Adjournment-

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

Meeting adjourned at 8:03 P.M.

Respectfully submitted,

Jeremy Bourgeois, Town Administrator