

**March 13, 2013**

**Minutes of meeting of the Ashfield Technology Committee**

Attendees: David Kulp (chair), Andy Smith

Public: Brian Clark

The meeting was called to order at 1:20pm.

We reviewed some of the capabilities of Google Apps and discussed the current set up for Ashfield.org. We discussed further the recommendations of Paul Swem and made the following recommendation.

- Networking hardware \$500 (switch \$200, router/firewall \$200, possibly other equipment)
- PC Maintenance \$1150 (upgrade all to 2GB RAM (\$30 x 5 PCs) and upgrade MS Office (\$200 x 5) to Office 2010)
- New PC systems \$3000 (\$1500 x 2 (Lynn and Police Department))
- Upgrade Backup System: \$1400 (Paul Swem's Scenario #4)

We agreed that money should be budgeted for either a server system or a cloud-based document management system. The committee is favoring a cloud-based solution because it appears to be cheaper while providing greater features for document management and compliance. However, more research is required.

An outstanding question: are there security requirements for police, assessors, treasurer and possibly others that would affect our choice of document management?

The meeting was adjourned at 2:45pm.