4 March 2013 meeting of the Technology Committee

General
Meeting was called to order by David Kulp at 3:40 pm. In attendance: David Kulp, Andy Smith, Chris Gray, Juliet Jacobson, Brian Clark

Introductions were repeated to bring Brian into the group. Both Tony Jillson and Paul Swem have decided to not participate in the Technology Comittee due to time constraints.

MBI CAI meeting to be held Wednesday, 3/6/13 from 3 to 5 pm at Buckland Town Hall. A public meeting will follow from 6 - 8 pm. Andy and Brian plan to attend.

Recommendations to Finance Committee regarding Town Hall IT needs will need to be presented on Wednesday, 20 March 2013.

Moving Toward Compliance with State Records Keeping Rules: Town Email Accounts
We discussed the best way to set up, manage and back up email acccounts for town officials. After some discussion, David offered to write up a proposed plan and present it at our next meeting. We plan to use this written proposal as a draft specification for gathering estimates from potential service providers.

IT Budget
We discussed the need to create an IT budget for FY 14. Many questions were raised, such as:
• what's left in IT budget from FY13?
• what amount was requested for that budget?
• how firm and detailed does the buget need to be?
• can we estimate for hardware, software and consulting costs?
• If we don't spend money left over from FY13 can we roll it info FY14?
• what are our fixed, recurring costs?
• how can we get a copy of the FY13 IT budget?

Juliet will contact Finance Comittee to ask these questions.

Short-term Hardware Purchases
We reviewed the immediate hardware needs in Town Hall and proposed the following purchases:
• Replace Joyce's computer with an internal hand me down
• New 24 port switch for the basement due to capacity of ports, not age
• New router for general Town Hall wifi and better firewall capabilities

The meeting was adjourned at 5