

Computer Committee Minutes – January 27, 2010

Present: Members Kevin Motta, Jon Sturgis and Town Administrator Debra Roussel

The meeting opened at 5:35 p.m.

Review of minutes of November 18, 2009 and December 30, 2009.

Ms. Roussel provided clarification on hourly fee for support with CM Geeks, \$85 an hour, not \$40 as had presented. Mr. Motta and Sturgis thought \$40 was extremely low. Need for clarification for cost of remote support; clarification of telephone support and priority level.

Facilities plan for computer presented by Kevin Motta. Motion to accept by J. Sturgis; seconded by K. Motta. Vote – unanimous.

Advised of need for ethics training. Updated committee on installation of planning board computer and transfer of data successful. Ms. Roussel provided installation of software for networking to copier and set up of email.

Committee members agreed to hold on to old computer for time being for spare parts; motherboard was probably culprit.

Email dialogue and data security discussed. Noted USB sticks a/k/a thumb drives huge security risk. Should implement policy removal media not allowed on network. Need to protect confidential information. Encrypt and control computer data; password protect access.

Need for backup discussed. Off site storage operates on schedule, however uses bandwidth. Mr. Sturgis will look into cost. Ms. Roussel to check on state procurement. Server with limited tape backup, with encryption of privacy information. Not much maintenance once it is up and running. Software needed for encryption.

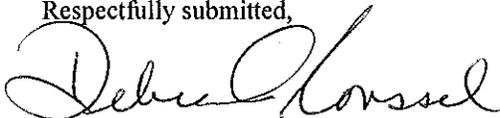
Policy needed for backup and off site storage. Ms. Roussel to review with email list serves. Need for information security awareness training.

Mr. Motto noted request for flat panel for new computer. Reviewed budget and indicated if funding remains from support can use. Set up price watch. Use any remaining funds for additional RAM.

Next meeting date February 24, 2010, agenda budget. Reviewed questions for survey of staff for computer related needs. Discussed transfer of software costs to department budgets.

Meeting adjourned at 6:25 p.m.

Respectfully submitted,



Debra Roussel, Town Administrator