

Computer Committee Minutes - October 28, 2009

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

The meeting opened at 5:32 p.m.

Carol Burke, Building Inspector and Conservation Commission Clerk entered the meeting to report ongoing issues with her computer, noting extreme frustration, as the machine hangs while loading programs causing long wait times for clients. Carol indicated funding available from conservation committee fund from Notice of Intent fees collected which she could use to purchase or upgrade the existing equipment. Noted her daughter operates a computer business and reviewed properties and believes all it needs is additional RAM to correct the problems. Ms. Roussel reported her continuing efforts to maintain, running virus and scans, but agreed with need for greater maintenance funding for staff support. Committee agreed to review and make recommendation this evening.

Committee members noted need for standardization of products used, operating systems, software etc. Board members reviewed budget and voted to maintain \$500 of budget for computer support and balance of \$617.55 to purchase one new computer.

Question posed to Mr. Motta at Capital Planning regarding training for use of Windows and Office software. After review of some suggestions, members agreed all administrative positions should require familiarity with Windows and Office software as a necessary qualification.

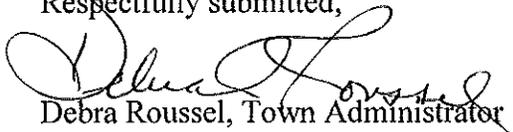
Reviewed request from Town Accountant regarding transfer of data from DOS program to new windows version. Question from members on how much data needed to be transferred to determine a mechanism available for transfer.

On a Motion by D. Roussel, seconded by K. Motta the Board voted unanimously to purchase one new computer with remaining funds for the Town Clerk office, transferring the existing machine to Planning Board.

Next meeting scheduled for November 18th at 5:30 p.m. Agenda to include review of inventory, review of Town Accountant's request and FY10 budget approach.

Meeting adjourned at 6:30 p.m.

Respectfully submitted,


Debra Roussel, Town Administrator