Computer Committee Minutes – December 30, 2009

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

The meeting opened at 5:35 p.m.

Chairman Motta presented price proposals for service from Bremar, Geek Squad, Microsoft and Dell. Additional pricing for data recovery, set up and per incident ranged from $60 per hour and above.

On a motion by K. Motta, seconded by J. Sturgis, the Board voted to offer a three-year contract for service to CM Geeks of at an $40 per hour rate. Vote – Unanimous.

Committee reviewed the offer from CM Geeks, noting it requested permission to download remote access software to enable trouble shoot off site. Ms. Roussel noted staff might offer resistance and not allow installation. Board members noted support, costs savings related to travel. CM Geeks is a trusted local business, serving as sole support for regional dispatch and police/fire network.

J. Sturgis offered an amendment, to authorize CM Geeks to install remote access for maintenance and support of all town computers. 2nd by K. Motta. Vote Unanimous.

Ms. Roussel reported installation of software and transfer of data to new computer for Town Clerk went well, noting only minor glitches with path for Access file and import of emails. J. Sturgis reported wife gave birth to first child, apologizing for not being available to assist. Ms. Roussel presented hard drive of computer from town clerk, noting it kept crashing prior to transfer of data. J. Sturgis offered to clear and reload windows for Planning Board, promising return by Monday, January 4, 2010.

Ms. Roussel also reported Town Clerk did have CRT monitor, preferring replacement with flat panel. Town Clerk noted may have funding available at year end to purchase. J. Sturgis suggested next purchase could include flat panel.

Ms. Roussel noted complaints from staff regarding Office 2007; transition to new software difficult. Some offices not using; suggested survey of staff for needs.

Next meeting scheduled January, 27, 2010 at 5:30 p.m. Agenda to include approval of November 18 and December 30, 2009 minutes; survey of staff; and review of annual budget.

Ms. Roussel requested input on use of town property policy, noting hesitancy of individual to purchase laptop for off site use, concerned with personal liability. Members reviewed and believed common practice; noted implementation of encryption and service identification measures required in their employment.

Meeting adjourned at 6:10 p.m.

Respectfully submitted,

Debra Roussel, Town Administrator