Technology Committee Meeting Agenda
3:00 PM Friday, December 8, 2017
in the Merrimack Memorial Room

Call to Order

Roll Call

Elect a Chairman

Approval of Minutes

1. Approve the minutes from the meeting of February 8, 2017.

2. Approve the minutes from the meeting of August 30, 2017.

Old Business

1. Current status of a resolution from the February meeting: The Technology Committee recommends to the Town Council that the Town create detailed documentation of the Town's IT technology: the network, servers, applications, data bases, desktop computers, and backup and recovery procedures. The purpose is to ensure IT system continuity and data security and integrity in the event of turnover in the IT department. The descriptions should include the purpose of each part. Paul Micali, the finance director was supposed to complete an inventory and should be able to provide a list upon completion. Is it ready yet?

2. Is the documentation as to how to recover and operate the Town's IT system if Chuck were unavailable completed?

3. Do we have estimates on system continuity, a security assessment and backup and data recovery for the top critical applications?

4. Has a recommendation been made to the Town Council to set up a pilot program for testing new software?

5. What are the budget expenditures for the last year?

6. Who should present the annual update to the Town Council?

New Business

1. Review the Issues document. Possibly some of the above items can be added to it.

Comments from the Press and Public

Adjourn

Submitted by John Sauter, secretary of the Technology Committee