Approved: August 9, 2011

Technology Committee Meeting Minutes – July 12, 2011

Attending: Chairman John Sauter, Vice Chair Tony Richardson, members John Lastowka, Curt Conrad, Brian McCarthy, Jamie MacFarland showed up at 7:08, and Town Technology Coordinator Chuck Miller

Meeting was called to order at 7 pm by John Sauter, Brian agreed to take minutes.

The committee members went around the table introducing themselves to Chuck.

Approval of Minutes:

One correction was noted in the minutes from June 14th, 2011 meeting:
- John Lastowka suggested the regular meeting time.
Motion made by Tony, seconded by John Lastowka to accept the minutes as amended
Motion passed 5-0-0

Committee Emails into Minutes:

John Sauter described each email the committee had sent or received having to do with committee business and requested they be added to the minutes of the meeting. John did not read the content of the messages, but did hand out printouts to each committee member. Motion to move emails into minutes made by Tony, seconded by John Lastowka
Motion passed 5-0-0

New business:

Brian asked John Sauter why he was taking the approach of moving all emails into the meeting minutes. John said it was based on a comment Brian made at the end of the last meeting. The comment was discussed with the committee and it was determined that a more formal use of a mailing list that would include Chuck Miller's email address on that list would cover the group in case there is any need for discovery (RSA-91-A) of committee business done via email.

The committee was also informed that informal "let's discuss this" is not violating RSA 91-A and decisions, discussions cannot take place using email.

Chuck Miller began his presentation at 710 which covered the questions asked of him from last meeting.   Chuck had hand-outs, covering the details also. During and after the discussion there were many questions asked by the committee. After the presentation (7:55) Chuck took the committee to view the server locations within the Town Hall facility.

Chuck was asked to provide the committee with a 'spider web' diagram of the Town's existing network.

The committee came back to the meeting room about 8:30, and Chuck left the meeting after all committee members thanked him for the tour and information he provided.

A discussion of what to do with all the information just handed out and discussed. It was decided that the discussion of the information will continue at the next meeting after each

board member reviews in more detail Chuck's hand-outs. There were a few areas the committee already felt concern over. One was a single point of failure and the other was off-site storage practices.

Other Business:

John Lastowka handed out to the committee the Nashua Regional Planning Commission request for a Broadband Steering committee representative from the Town which was presented to him by the Town Manager. The committee members were told to contact Eileen if they were interested.

Brian informed the committee that the Town was looking into upgrading/changing the Town's website and the committee did not believe the dollar figures were out of line.

Next meeting:

Committee's next meeting is August, 9, 2011   A question was asked if we needed to meet sooner or more often and because of vacations and schedules, that was not an option at this time.

Adjourn:

John Lastowka made a motion to adjourn at 9:08, Curt seconded.
Motion passed: 6-0-0

Submitted by Brian McCarthy 7/13/2011

Attached

Approved: August 9, 2011

Email Correspondence Attachment 1

Subject   [Fwd: Re: FW: information for the Technology Committee]

Sender   John Sauter <John_Sauter@systemeyescomputerstore.com>

Recipient Brian McCarthy <brian.mccarthy@mccarthyplace.com>

Reply-To <John_Sauter@systemeyescomputerstore.com>

Date   13.07.2011 10:27

Thank you, Chuck. We all look forward to your presentation.
    John Sauter (John_Sauter@systemeyescomputerstore.com)

On Wed, 2011-06-22 at 09:52 -0400, Chuck Miller wrote:
John

Eileen has requested that I be the contact person/liason to the Technology Committee. She has forwarded the questions that you sent to her and I am in the percess of trying to answer them to the best of my ability.

I will plan to bring the answers to the next Technology Committee meeting on July 12, 2011.

I look forward to meeting you at that time.

W.C. Miller
Chuck Miller
Tech Coordinator
Town of Merrimack
6 Baboosic Lake Road
Merrimack, NH 03054
(603) 423-8557
wcmiller@merrimacknh.gov
 www.merrimacknh.gov

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-----Original Message-----
From: Eileen Cabanel
Sent: Tuesday, June 21, 2011 10:11 AM
To: Chuck Miller
Subject: FW: information for the Technology Committee

Chuck,
I would like you to be the contact person that Mr. Sauter describes below. Will you please contact him to arrange a meeting and a presentation to the committee of the items he cites below?

Thank you.

Eileen Cabanel
Town Manager
Town of Merrimack
6 Baboosic Lake Road
Merrimack, NH 03054
ecabanel@merrimacknh.gov

-----Original Message-----
From: John Sauter [mailto:John_Sauter@systemeyescomputerstore.com]
Sent: Wednesday, June 15, 2011 6:24 AM
To: Eileen Cabanel
Cc: Tony Richardson; John Lastowka; Jamie MacFarland; Curtis Conrad; Brian McCarthy
Subject: information for the Technology Committee

Ms. Cabanel,

The Technology Committee has met for the first time. We organized ourselves and decided that we need certain information to carry out the charge given us by the Town Council. We therefore are asking you to assign a Town employee to be the point of contact between the Town and the Technology Committee.

We also ask you to assign that employee to make a presentation to the Technology Committee on the following subjects:

the Town's Information Technology infrastructure;

the computer network connectivity and physical location of equipment;

the Town's physical plant as it relates to the Town's computers and network connections;

the names and functions of the core software applications which are used across departments;

the names and responsibilities of the Information Technology suppliers used by the Town, such as web site hosting and Internet access;

the network connections that go outside the Town, such as Internet and the Police connection to the State of New Hampshire and the FBI;

the voice telephone system used internally by the Town;

and the disaster recovery plan for the Town's data.

The next meeting of the Technology Committee will be July 12, 2011.
Thank you for your support,
John Sauter, Chair, Technology Committee

Approved: August 9, 2011

Email Correspondence Attachment 2

Subject   [Fwd: RE: information for the Technology Committee]

Sender   John Sauter <John_Sauter@systemeyescomputerstore.com>

Recipient Brian McCarthy <brian.mccarthy@mccarthyplace.com>

Reply-To <John_Sauter@systemeyescomputerstore.com>

Date   13.07.2011 10:26

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Return-Path: <ecabanel@merrimacknh.gov>
X-Original-To: john_sauter.rcomcjavzs9857@mstore55.nyc1.bluetie.com
Delivered-To: john_sauter.rcomcjavzs9857@mstore55.nyc1.bluetie.com
……
From: Eileen Cabanel <ecabanel@merrimacknh.gov>
To: "John_Sauter@systemeyescomputerstore.com"
 <John_Sauter@systemeyescomputerstore.com>
CC: Tony Richardson <TonyRichardsonUS@gmail.com>, John Lastowka
 <jlastowka1@comcast.net>, Jamie MacFarland <chrisjamie@comcast.net>, Curtis
 Conrad <curt.conrad@comcast.net>, Brian McCarthy
 <brian.mccarthy@mccarthyplace.com>
Date: Tue, 21 Jun 2011 10:02:01 -0400
Subject: RE: information for the Technology Committee

Dear Mr. Sauter,

  Please call me Eileen. I will forward this information on to our MIS person,
Chuck Miller and will assign him to be the point of contact person for
the Technology Committee. He will also be the person to make a presentation
 on the status of what we currently have. I have to admit I am not real swift
when it comes to technology, but I sincerely appreciate and value the work
your committee will be undertaking. Please feel free to contact me if I
can help in any way.


Eileen Cabanel
Town Manager
Town of Merrimack
6 Baboosic Lake Road
Merrimack, NH  03054
ecabanel@merrimacknh.gov=20

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               used across departments;

            the names and responsibilities of the Information Technology suppliers
                used by the Town, such as web site hosting and Internet access;

            the network connections that go outside the Town, such as Internet
               and the Police connection to the State of New Hampshire and the FBI;

            the voice telephone system used internally by the Town;

            and the disaster recovery plan for the Town's data.

The next meeting of the Technology Committee will be July 12, 2011.
Thank you for your support,
   John Sauter, Chair, Technology Committee
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Approved: August 9, 2011

Email Correspondence Attachment 3

Subject   [Fwd: information for the Technology Committee]
Sender   John Sauter <John_Sauter@systemeyescomputerstore.com>
Recipient Brian McCarthy <brian.mccarthy@mccarthyplace.com>
Reply-To <John_Sauter@systemeyescomputerstore.com>
Date   13.07.2011 10:26

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the Police connection to the State of New Hampshire and the FBI;

          the voice telephone system used internally by the Town;

          and the disaster recovery plan for the Town's data.

The next meeting of the Technology Committee will be July 12, 2011.
Thank you for your support,
    John Sauter, Chair, Technology Committee

Email Correspondence Attachment 4

Subject   Tech Committee Questions

Sender   Brian McCarthy <brian.mccarthy@mccarthyplace.com>

Recipient   Finlay Rothhaus <frothhaus@merrimacknh.gov>, Dan Dwyer <ddwyer@merrimacknh.gov>

Copy   Brian McCarthy <brian.mccarthy@mccarthyplace.com>, David Yakuboff <dyakuboff@merrimacknh.gov>, Jackie Flood <jflood@merrimacknh.gov>, Tom Koenig <tkoenig@merrimacknh.gov>, Tom Mahon <tmahon@merrimacknh.gov>, <bboyd@merrimacknh.gov>, <technology-committee@merrimacknh.org>

Date   15.06.2011 06:16

Finlay,

We held our first meeting on Tuesday evening and the committee would like to understand from the Council if there are priorities it wishes them to focus on.

Could you please put an agenda item in for the next Town Council public meeting to discuss this with me so I can share it with the committee. I hope it will only take about 20 minutes.

We have asked the Town Manager for general info on what we currently have so we can assess possible issues or risks and then go from there.

Our charge is very broad so we would like to understand if there an area we should be looking at first.

Also, there will be times when some not-for-public documents need to be shared with the committee. I would like to know exactly how that can be done without any of those documents becoming subject to a right to know request. They are internal only documents and the risk of having them be public is they could expose security risks to the Town's technology infrastructure should they be available to the general public.

I have been told that labeling a document 'Internal Use Only' is enough, but I would like some legal confirmation.

Oh, to committee members, I did create a mail alias for the committee. Its not a mailing list but one address the fans out to each of us. See the CC line.

Thanks,

Brian