

The meeting was called to order at 6:04 PM by chairman Brian McCarthy. Present in addition to Brian were members Dustin Liukkonen, John Sauter and Curt Conrad. Also present were Chuck Miller, the committee's liaison to the Town, Yvette Couser, the Library director, Jen Jobin, a Library Trustee, and Nancy Vigezzi, also from the Library. Member Jamie MacFarland was absent.

Brian asked if there was any objection to beginning with item 1 under Business. There was none.

The Library is concerned about the retention of e-mail correspondence, as required by New Hampshire's Right to Know law. Chuck explained, referencing RSA 93-A, that e-mail is generally considered transitory communication, and need be retained only as long as it is needed. However, depending on the subject matter of the e-mail, a longer retention period may be required. For example, an e-mail containing only the text "I quit!" is a personnel action, and must be retained, according to statute, until retirement or termination plus 50 years.

Chuck described how he handles municipal record requests that include e-mail. All Town employees, and each member of the Town Council, have a Town e-mail address which is handled by the Town's Microsoft Exchange server. That server retains all e-mail passing through it until at least 60 days after it has been deleted. E-mail users are instructed to delete e-mail only after it is no longer required to be retained under RSA 93-A; some users never delete their e-mail messages but instead keep old e-mail in archives, which are backed up along with their other data.

When a request for e-mail correspondence arrives, Chuck captures from the Microsoft Exchange server all e-mail to or from the specified persons, then examines it for messages pertinent to the request. The requester may pay to have the messages printed, or may come to Town Hall, examine the messages and pay to print the ones he feels are important.

When a person leaves, Chuck disables his e-mail account so that no messages may flow to or from him. Chuck then captures all of that person's e-mail messages and all of his data from his workstation, which includes all of his e-mail archives. That data is written to a permanent storage medium and placed in his personnel file. At any later time the data can be examined.

The Library's current e-mail provider offers them little space to retain messages, and they do not wish to pay for more. It was suggested that the five Library trustees could be given Town e-mail accounts, which would let them take advantage of the e-mail retention and capture process that Chuck described. Chuck will need permission from the Town Manager to do this, but he thought that there would be no problem. Chuck's contact for these accounts will be Yvette Couser, and when someone leaves Chuck will give the e-mail data to Yvette, since Library trustees do not have personnel files. The Library trustees will access their Town e-mail accounts using Outlook Web Access, like Police and Fire.

It was noted that the Technology Committee uses a different method of e-mail retention: all correspondence is copied to a Town e-mail account.

Following the discussion with the Library members, they left for their own meeting.

John moved and Brian seconded the motion to approve the minutes of February 4, 2014, as presented by Brian. The motion passed 4-0-0. Brian moved and John seconded the motion to approve the March 11, 2014, minutes as presented by Brian. The motion passed 4-0-0. Brian moved and Curt seconded the motion to approve the minutes of June 3, 2014, as presented by Brian. The motion passed 4-0-0. Brian moved and Dustin seconded the motion to approve the minutes of the June 11, 2014, meeting as presented by Brian. The motion passed 4-0-0.

Item 2 under Business was the status of the Town web site. Up to 3 people from each department will

receive training tomorrow on using the new Virtual Towns and Schools web site software; they will train others in their department as required. The site is scheduled to go live on February 1, 2015. Brian suggested that the new web site will need an informative “page not found” error page because people may have bookmarked unnamed pages in the old site, and those bookmarks will not work for the new site, even though both the old and new web sites use Drupal.

The Parks and Recreation department received permission to have their own web site, with its own URL, but also linked from the Town's web site. They need their own site because they need to do camp registrations and take credit card payments on-line.

Item 3 under Business was the status of the Fire Department software. They have decided not to convert to Fire Track, but instead to upgrade to the current version of Fire House, which is based on SQL. Data migration took about a week. The new Fire House software has solved the problems they were having with the old software. Their EMS reporting problem was solved by the State: EMS reporting is now done at the State level, with the data being copied back to the Town by the State. The licenses that the Police Department purchased for them for Fire Track are being used by the Police Department for their software, and so were not a wasted expense.

Item 4 under Business was the status of the Welfare software, that the Technology Committee spent much of 2014 discussing. The concerns that we had raised were acted upon by Nashua, with the result that the contract has been modified to address those concerns. Pat Murphy is doing parallel data entry on the old software, MAP, and the new software, NH-GAP, until she feels confident in the new software.

With reference to item A1 of our Issues list, Tim Hutchinson has joined Chuck on a part-time basis, and is learning how Chuck does things.

With reference to item B2 in our Issues list, the Police Station now has a card system for access. They use RFID cards from a local company, One Source security. The Police Station also has cameras with motion sensors—they keep data for 30 days in about 4 TB.

Following the discussion Curt moved and Dustin seconded the motion that we we adjourn. The motion passed, 4-0-0. Brian adjourned the meeting at 7:35 PM.

Respectfully submitted,

John Sauter, secretary, technology committee