Approved Technology Committee Meeting Minutes
Wednesday, August 30, 2017, 6:30 pm.
@ the Merrimack Memorial Room

Call to Order
Roll Call:
Curtis Conrad, Dustin Liukkonen, Peter Albert(Council liason), Chuck Miller(Town IT manager), Adonis Elfakih
Approval of the Minutes
   1. Approve the minutes from the meeting on February 8, 2017.

Old Business
A detailed inventory of the town's IT Technology and infrastructure had been requested during the meeting on February of this year. Chuck Miller advised that he has no inventory list but that Paul Micali, the Finance Director was supposed to complete and inventory and should be able to provide a list upon completion.
Adonis Elfakih discussed the continued goal of achieving continuity and data security. Chuck Miller advised that his department is continuing to work on this goal and currently has data back up or security. He explained that much more work needs to be completed on individual servers. He indicated that servers are backed up regularly.
Curtis Conrad discussed the ongoing need to have documentation as to how to recover and operate the town's IT system if for some reason Chuck Miller were no available.   The committee discussed the manner in which this documentation should be done and who should have access to it. Chuck Miller stated that due to the sensitive nature of this information that he would not be reporting back to the committee the details as to how this task was completed only that it was completed.
A motion was made by Adonis Elfakih that the Techonology Department will obtain estimates on System Continuity, a security assessment and backup and data recovery for the top critical applications. Seconded by Peter Albert. Motion passed 4-0-0.

New Business
Discussion was led by Adonis Elfakih regarding newer, less costly and more efficient software applications.   Adonis Elfakih makes a motion that the Technology Committee recommend to the Town Council that the town sets up a pilot program testing new software.   Seconded by Dustin Liukkonen. Motion passed 4-0-0.
The committee has requested that Chuck Miller provide a list of the IT Department's budget expenditures for the past year for the next meeting and Chuck Miller agreed that he could provide that information.

Chairman Dustin Liukkonen submitted his formal resignation from the committee citing that he is moving out of state.   The committee reluctantly accepted this resignation and the vote for a new Chairman would be held at the next meeting of which no date has been set.

Councilman Albert discussed the need for the committee to present an annual update to the Town Council.