

**Minutes of the Joint Technology Advisory Committee**  
**March 15, 2000**  
**Room 114, Junior High School**

Chairman Terry Lindgren called the meeting to order at 7:30 p.m. Present at the meeting were Jim Chace, Isa Zimmerman, Dore' Hunter, Sharon Summers, Don Johnson, Bob Donnelly, Frank Widmayer, Terry Lindgren, Mark Bramhall, and Marie Altieri.

**Minutes:** The minutes of the February 16 were read and approved with the following changes: Page 1, Item 3 Police Station changed to 3 PCs; Page 2, first paragraph, changed to 3 hubs, and 2 10/100 Mbit; Page 3 third paragraph, the word integrated was deleted.

**Co-Chairman:** It was moved and seconded that Dore' Hunter would serve as co-chairman of this committee. This action is due to the resignation of Sam Schwartz.

**School Interview:** Messrs. Donnelly and Hunter presented their report on the interview of school financial staff. They summarized the report in their statements that 1) there is scarcity of support and training, 2) it is difficult to separate administration and education, 3) there is not enough staff to do the tasks required, 4) students do not have enough time at the computers, and 5) the Academic Support Center computers require additional memory. In summary, they informed the committee that the current staff have been doing incredible things with very little.

**Common Technology:** Jim Chance began a discussion of common technology that the school and town could share, specifically integration of e-mail, use of the PC Lab at school, funding for security issues. Jim stated that the schools use First Class software for e-mail. At this point Terry Lindgren noted the concern of Sam Schwartz re security between the town and school computers.

**Town Manager Interview:** Marie Altieri gave a presentation on her interview with Don Johnson and John Murray. Marie noted the concern for E-mail and the discussion on the legal requirements of the town concerning public records. Dore' Hunter volunteered to contact the Secretary of State's office to obtain the requirements for E-mail record keeping.

**Committee Assignments:** Terry Lindgren read a list of items he felt the Committee should undertake. The list included:

1. Network management
2. Technical Support
3. Troubleshooting
4. Servers/Backups
5. Email/Webs
6. Purchasing/Contracts
7. Training
8. Resources ( School Lab )
9. Security
10. Support for Common Software

It was agreed that the group would take on three of these items as follows:

**E-mail Group:** Assemble facts on the current E-mail systems in use by school and town, and make a recommendation for a unified system. Members of this committee are lead, Tess Summers, and members Jim Chace, Dore' Hunter, and Frank Widmayer. Sam Schwartz will be asked to serve as an advisor to this group.

**Application Software Group:** This group will review the current application software for use of use and report writing. Group members are lead Marie Altieri, and members Mark Bramhall, and Don Johnson.

*Joint Purchasing and Training:* This group will look at the items being purchased by both school and town and the vendors used by both with a view to recommending joint purchasing and training. Group members are Jim Chace and Don Johnson. It was agreed that this item would not be allowed to become a large commitment for Jim.

Chairman Lindgren adjourned the meeting at 9:15 p.m. The next meeting of the committee will be April 12 at 7:30 p.m. in Room 114 at the Junior High School.

Respectfully submitted,

Sharon "Tess" Summers

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