

Draft Minutes of IT Committee Public Meeting on 9/6/2012

Committee:

Citizen Jones, Chairman

Ben Soussan, Vice-Chairman

Stephen LaBranche, Committeeman

Also present:

Richard Nichols, Selectman's Representative

Paul Paquette, IT Operations

The meeting was called to order at 6:17 PM in the Manager's conference room. In attendance were all of the above.

During the review of agenda, Paul Paquette stated the he is unable to request appointment to the Committee but is committed to attend the entirety of every Committee meeting.

Minutes of the meeting on 8/20/12 were reviewed and unanimously approved as published.

Vigorous discussion of the draft of the Committee's Mission Statement presented by Jones ensued.

Stephen LaBranche questioned the exclusion of the Police primarily on the basis that we should not begin by excluding any area. Jones observed that Paul Paquette does not support the Police as they have their own internal support. Ben Soussan asserted that we should learn to crawl before walking; as such the Police should be excluded. Richard Nichols also spoke to the informational sensitivity in the Police department, and that they should for the foreseeable future be excluded. Discussion produced consensus to maintain the scope statement as drafted.

Discussion proceeded to the 3 bullets defining the Committee's primary functions. Bullets 1 and 3 were by consensus accepted as drafted. Discussion on bullet 2 revealed consensus to eliminate it entirely as redundant and unnecessary which detracts from the clarity of the document.

Stephen LaBranche moved to approve the draft Mission Statement without bullet 2, seconded by Soussan. Discussion on the motion ensued as to its meaning and clarity by all present. Chairman called for vote on the LaBranche motion which was passed unanimously; approving the amended draft version, to wit:

IT Committee Mission Statement

The scope of this Committee is all information technology and related services presently under the Board of Selectmen, but excluding Police. The Committee's primary functions are

- Provide the Board of Selectmen with Strategic Recommendations for the Board of Selectmen's approval
- Provide Board of Selectmen with a cogent overview of IT Operations regarding risks, opportunities and costs.

Discussion occurred on the means of presentation of the Mission Statement for approval to the Board of Selectmen. Nichols offered to present it to the Board on the Committee's behalf. Chairman Jones offered to make himself available for the efficiency of the Board of Selectmen's decision making process to answer on behalf of the Committee any questions the Board of Selectmen may have. Offers of Nichols and Jones were accepted by the Committee unanimously.

Chairman Jones opened discussion on the workload of the Chair regarding official postings. Richard Nichols offered to use emailed draft minutes which will include next meeting date to cause the

necessary public notices to occur. Committee accepted and thanked Nichols for his offer by consensus.

Given the time consumed on the Mission statement, and Paul Paquette's work load related to the Seafood Festival, Paul's 45 minute presentation was reduced in time and limited to an interactive discussion of fact gathering on the overall infrastructure. Discussion quickly focused on the inventory of hardware/software and near term envisioned purchases. Paul agreed to the Committee request to be prepared to discuss the details of the web environment and the technical details regarding his presentation to the BOS for outsourcing same at our next meeting. Paul also agreed to email the members the following; Hardware/Software inventory by department as well as near term planned purchases, and the topology graphic presented at previous meeting.

Discussion also revealed consensus that virtualization is now considered a mature technology, thus worthy of consideration in future plans and it will be placed as one of the goals of the Committee.

Selectmen's representative departed for the Energy Committee meeting.

Committee unanimously decided not to meet during the next 2 weeks to accommodate anticipated workloads and to afford Paul time to prepare the above referenced emails as well as his presentation related to the web. It was determined by consensus that the **next Committee meeting would be 9/27/12 at 6pm** in the Manager's conference room.

Request by Chair to open discussion on suggestions regarding meeting management revealed members Ben Soussan's and Stephen LaBranche's desire that the Chair should be more assertive in keeping discussions from straying off topic, as well as faster call to order at the beginning of each meeting. Chairmen committed to make the recommended changes, and thanked Paul Paquette and the Committee for their feedback.

Committee unanimously adjourned at 7:27pm
Respectfully submitted,
Citizen Jones, Chairman