

**Minutes  
Kingston Town Government Study Committee  
January 20, 2011**

The meeting was called to order by the Chairman at 7:02 p.m.

Members present: Keith Elder, Jean Landis Naumann, Ken Stevens, Paul Tura, Frances E. Botelho-Hoeg, Bob Ward, Wendell Chamberlain

Members absent: Mary O'Donnell, Richard Dennehy

Visitors: Elaine Fiore, Mary MacKinnon

The minutes of December 16,2010 were approved on a motion by Bob ward, seconded by Paul Tura. Approved unanimously.

The Minutes of January 6, 2011 were approved on a motion by Jean Landis Naumann, seconded by Paul Tura. Vote was 6-0-1 with Bob Ward abstaining.

**TECHNOLOGY COMMITTEE APPOINTMENT:**

Elaine Fiore gave an overview of the Technology Committee. The following information was presented:

- Six members on the committee, appointed by the Selectmen and serving in an advisory capacity to the Selectmen.
- Presently working on a Disaster recovery system for the Town. Present programs (MUNIS and Harpers) can be accessed in the event of a shut down at Town House.
- Developed a technology plan for the new Senior Center
- Nancy Howlett serves as the IT coordinator for the Town. She calls in an outside vendor in the event of a problem
- Present vendor does maintenance and repairs, not long term planning
- Committee created a website policy
- Each department has their own technology budget and makes their own purchases. This results in many disparate parts. There are no consolidated monies in this year's budget
- Their charge form the selectmen is open ended. They meet with the selectmen at least 2x a year.
- They feel the oversight for technology should be with the Town Administrator
- They have thought about investigating sharing technology duties/personnel with school department but have not done so
- Overall technology budget, excluding harpers and Munis, is about \$35,000. No proactive budget is in place, only reactive when things break
- The inventory of technology equipment is in a hard copy with the Selectmen's office
- Investigating leasing of equipment. The Committee has not explored regionalization for purchasing power, but is interested in investigating it.
- The Committee has not investigated purchasing/using modules instead of complete programs
- Shelley Loring is the webmaster for the Town's website
- Computer use proficiency varies throughout each department. Training is needed for some employees
- Would like to see a centralized IT department with a centralized budget. The TC would continue to develop long-term planning and serve in an advisory capacity to the IT person, with the IT person reporting to the Selectmen
- Wendell Chamberlain made a recommendation that the Technology Committee should seek out an actual charge from the Selectmen

**CHAIRMAN'S REPORT:**

Town Administrator had department heads provide monthly reports to the Selectmen. The reports are on the Town website.

On a motion by Bob Ward, seconded by Paul Tura, the Committee voted to adjourn at 9:11 p.m. The vote was unanimous