

**DRAFT, SUBJECT TO REVIEW, CORRECTION, AND APPROVAL
DUNBARTON TECHNOLOGY COMMITTEE
MEETING MINUTES**

Date: Monday March 30, 2015 @ 7pm

Location: Dunbarton Police Department Conference Room

Committee Members Present:

Tom Groleau [Selectman Representative]

Daniel Sklut

Jason Dubrow

Scott Kuhn

Committee Members Absent:

Ron Slocum

Members of the Public Present:

Eric Weiss

Meeting Opening

Tom Groleau called the meeting to order at 7:05pm. The committee members each in turn introduced themselves and shared their personal background and any expertise they have.

Committee Organization

As this was the first meeting of the committee Tom noted that the committee had to identify a Chairman and a Recording Secretary. Tom Groleau volunteered to be the Chairman after no nominations or volunteers were identified. Similarly, Scott Kuhn volunteered to be the Recording Secretary.

Meeting Schedule and Mission Statement

Tom proceeded next to ask the committee for suggestions on a meeting schedule. After some discussion, the recommendation was to wait until we had reviewed our topics before determining a schedule. Similarly Tom asked for suggestions on a mission statement for the committee, and after a brief discussion it was decided to wait to work on the mission statement until after the group discussed topics.

Town Internet Service

Tom shifted the committee to the topic of the internet service available to the citizens of Dunbarton. Each member of the committee and Eric Weiss agreed that this is an important topic and one that is discussed frequently in town. Daniel Sklut indicated that fiber optic internet access is already in use at the town offices, the library, at the police and fire department buildings. Eric Weiss noted that allegedly fiber optic is available on a portion of Grapevine. Eric also noted that Bretton Woods was able to bring in fiber optic. The committee discussed whether Dunbarton Telephone and/or Granite State is motivated to bring fiber optic to Dunbarton and whether anything could be done to interest Comcast to come to town.

Jason Dubrow noted that Comcast has been approached several times previously and that they've noted that it would likely cost them \$3.5m to \$4m to roll out cable to Dunbarton. Jason indicated that based upon conversations he had previously with Comcast, they would require a franchise agreement with the town. Jason also recommended iwantbroadbandnh.org for additional information about broadband in New Hampshire and understanding provider franchise agreements.

Through this discussion a number of questions were raised:

1. What, if any, agreements are in place between the town and Dunbarton Telephone and/or Granite State? What agreements are there, if any, between Dunbarton Telephone and Granite State? Does the town receive any franchise fee from Dunbarton Telephone and/or Granite State today?
2. What might be needed to bring in Comcast? Would an agreement with Comcast have to consider whether access is required to telephone poles and other support from the town to install? What is the common franchise agreement percentage that the town could expect to receive?

Given that the committee has open questions it was determined that more information is needed. Tom took an action item to contact Line Comeau, Town Administrator, to see what agreements the town has with Dunbarton Telephone and/or Granite State Communications. Tom will also contact Dunbarton Telephone and Granite State Communications to provide some background on the questions that the committee has and to invite them to our next committee meeting. Jason will contact Comcast to start a dialog with them to explore our options.

Town Technology

The discussion then shifted to the technology in the town government buildings and the school. Tom indicated that the committee can assist in developing a plan for regular rotation of technology for the town hall so that costs are maintained at steady levels rather than taking cost hits every few years.

Daniel Sklut suggested that the town buildings and school should be linked together through networking and PBX in such a way that hardware might be shared. Tom noted that the school did not participate in the town Capital Improvement Plan and therefore may need to be treated separately. An upcoming meeting between the town Board of Selectman and the School Board will be an opportunity to explore whether the school wishes to work with the town on technology plans. Jason and Scott indicated that sharing of services and hardware may be something to explore but raised potential issues concerning physical and data security between each of the government entities. Tom noted that the new server for the town hall will be installed soon.

Through discussion among the committee, the idea of having common printer and copier equipment between the town offices, library, and the police and fire departments may assist in minimizing the and number and cost of supplies/consumables for those devices. This discussion led to a recognition that additional information is needed on all technology in the various town buildings. Tom took an action item to obtain an inventory of hard devices from Line Comeau, including the age, warranty information, service contracts, whether bought or leased as well as all software being used.

Town Website

Tom transitioned the committee discussion to the topic of the town web site. Tom stated that he believes that the town website needs a facelift to make it more professional and provide citizens with a better user experience. He would like to see e-commerce features on the site to allow for online car and dog registrations to make these services more convenient for residents and to lighten the load for the town clerk. Tom also suggested town board and committee chairs, and recording secretaries should have direct access to the site to update their committee meeting schedules, meeting minutes, and other information. The committee also discussed ways to improve town communication by having regulations and policies available online. Also explored was whether the town should have a Facebook site and a Twitter account as additional means of communication to town residents. The committee believes that an integrated approach to these communication mechanisms will vastly improve town communications. If website updates, particularly schedules, were automatically noticed via Facebook and Twitter then more residents could be reached. Eric Weiss suggested that residents should be able to sign up on the website to receive newsletters, alerts, and schedule updates via email or text. Jason Dubrow took an action item to contact the town webmaster, Dan Troy, to obtain his opinion on these ideas and to see if he would be interested in working with the committee on making these adjustments. Jason also took an action item to create a Facebook page for the committee.

Mission Statement

The committee then returned to the topic of the committee mission statement. Daniel Sklut shared with the committee a draft mission statement:

To discover and report to the Board of Selectmen technologies to improve the efficiency of government and make government more open.

After a brief review of the draft mission statement, the committee decided to work on the mission statement over email and formally review and set the mission statement during the next meeting.

Next Meeting

Date: Monday April 27, 2015 @ 7pm

Location: Dunbarton Police Department Conference Room

Adjournment

The meeting was adjourned at 8:50pm

Respectfully Submitted,

Scott Kuhn, Recording Secretary