

Telecommunications Committee

June 25, 2012 7 pm

Durham Town Office

Members present: Kris Koenig, Geoff Leighton and Milton Simon.

John Jenusaitis and William St. Michel excused.

Secretary: Deborah Larrabee

6:45 pm: Pre-meeting: Janet Smith Administrative Assistant presented the Committee with 2-RFP's from Businesses quoting on the new AV/IT telecommunications equipment and 4- applications for Public Information Technician. Given to the Committee for comparison was a copy of the RFP request, Job Description and a copy of Conflict of interest definition. The Committee will be discussing using an interview committee for the interview process of the new applicant.

G. Leighton opened the meeting at 7:00 pm.

Accept minutes of January 23, 2012.

M. Simon moved to accept the minutes of January 23, 2012 as presented. Second by G. Leighton. 3-yes 0-no 0-abstain.

RFP's

An RFP from Maine Video systems and Access A/V were opened and reviewed. Pricing was very close for the items that matched.

The Committee compared the two RFP's and created the following questions:

- Tech Support: There were two kinds: one for training & one for equipment
- Software upgrades
- Power supplies
- Number of hours for training: training comes from whom? Leightronix or companies
- Web media hosting costs

G. Leighton will send the questions to each of the companies copying to D. Larrabee and J. Smith Administrative Assistant

After review the Committee also decided to remove the Camera Upgrade and Fixed camera upgrade. These will be quoted at a later time. This will also save the Town money.

The Committee received four applications for the Public Information Technician.

The Committee decided for now to get the applicant trained into the position and add extra duties at a later date.

7:40 pm G. Leighton moves to go into Executive Session per M.R.S. 405-6-A for personnel. Second M. Simon. 3-yes 0-no 0-abstain

8:20 pm G. Leighton moves to go out of Executive session M.R.S. 405-6-A at 8:20 pm. Second K. Koenig. 3-yes 0-no 0-abstain

Action: K. Koenig moves that all four applicants be interviewed. Second G. Leighton 3-yes 0-no 0-

abstain

G. Leighton recommends that an Interview Committee made up of 1- Telecommunications Committee member, One Selectman and one at large interview the applicants. Second M. Simon 3-yes 0-no 0-abstain

In other business the Committee discussed the newsletter. The cut off for mailed newsletters is June 30th. A list has been complied at the Town Office. D. Griffiths will need to make arrangements with the Town Office for the new mailings.

M. Simon had a request for the Committee to review new web hosting for the Fire Department website. This will be separate from the Town website. M. Simon is to bring information to the next committee meeting.

The Committee also discussed the current web host for the Town Website. There were concerns about asking the web host for help. The website needs to be created a little differently so that the website is more user friendly for the public and the website technician. Also the website needs to be kept updated and current. Research will be done on other website hosting companies that are available.

The next meeting of the Telecommunications Committee is July 23 at 7 pm.

G. Leighton moved to adjourn at 8:40 pm. Second K. Koenig. 3-yes 0-no 0-abstain

D. Larrabee Secretary