

Municipal Technology Advisory Committee Meeting Minutes

December 4, 2023, 7 PM

1st floor Meeting Room, Public Safety Complex, 20 George Bennett Road, Lee NH

I. Call to Order at 7:00pm

- A. Chris and Dean are present, Bob is not present.
- B. Introductions, guests - Jen Messeder

II. Public Comments

- A. None

III. Preliminary Actions

- A. Approval of Agenda
- B. Approval of Minutes 9/11/2023 [For the record, there was no October meeting, and the November meeting did not have a quorum.]
 - i. Dean moved to approve, Chris 2nd. Vote approved 2-0.
- C. Other

IV. Correspondence

- A. Sharepoint stuff
 - i. Discussed the emails received over the last few weeks from Steve Gagnon.
- B. Other

V. Old Business

- A. Jen: Help committees access the town's shared Microsoft space
 - i. May be time to report to the select board about the levels of access.
 - ii. Need to determine if committees should have access to other committee libraries.
 - iii. Is it possible for Steve to grant full access to Sharepoint for MTAC to manage?
 - iv. Dean will draft an email to the Select Board to request full administrative access for the MTAC committee to manage the groups. This will allow MTAC to help achieve the Town's goal of using the Sharepoint.
- B. Dean & Bob: Improve selectboard meetings
 - i. Dean has requested a \$1,000 budget for the MTAC to help purchase an Owl.
- C. Dean: Town's social media and web policy
 - i. Jen discussed how the Greeters Committee will be attempting to help guide a new policy.
- D. Budget request
 - i. See B
- E. Annual Report

- i. Reviewed Dean's initial draft. Decided to have changes made to the tone of the document. Dean will make the changes before sending.
- ii. Dean Moved to approve the Annual Report after discussion, and will send to Denise.
- iii. Chris seconds, vote approved 2-0.

F. Other

VI. New Business

A. Other

VII. Public Comments

A. None

VIII. Closing Actions

- A.** Future Meeting Dates, generally the first Monday of the month.
January 8, 2024. February 5, 2024.
- B.** Agenda Planning for Next Meeting

IX. Adjournment

- A.** Dean moved to adjourn at 7:26. Chris seconds, vote approved 2-0.