

Board of Selectmen  
Special Meeting  
Lebanon Town Hall  
July 7, 2008 - 9:00 a.m.

**MINUTES**

- 1.0 Meeting was called to order at 9:05 AM by First Selectman Joyce Okonuk. Selectman John Bendoraitis was present and Selectman Russ Blakeslee was absent. Audience: 3
- 2.0 Jonathan Davis, Senior Business Development Manager for Walker Systems Support introduced Brett Monroe and Bill Reyor to the Selectmen. Brett is a Systems Engineer who will assist Bill today in reviewing our existing infrastructure (hardware and software). Bill is a Primary Engineering Specialist and has been assigned to the Lebanon contract. Bill will handle the monthly support visits (2<sup>nd</sup> Monday every month) at which time he will do preventative maintenance, documenting findings and making recommendations as appropriate. Each visit will result in a report to the Selectmen reflecting the prior month on-call support, service/analysis report and hardware inventory.

Following today's evaluation, Bill and Brett will provide recommendations and any recommended changes or upgrades will include a price quote for budgeting purposes.

Jonathan reminded Selectmen that telephone "short calls" are courtesy (w/o charge) and many times small issues can be handled over the telephone. Ongoing plans will include some in-house training of some staff members to know how to do minor adjustments including rebooting the server, etc.

John provided to Walker the number of computer units and users (account holders) that are included in the service contract. He recommended that new Microsoft Office licenses be installed on computers as Walker reviews each one. Town purchased a five-user license a couple of months ago and those licenses are already installed. Licenses are for 2007 but actually using 2003 version of Word as it is much more user-friendly.

Selectmen and Walker will meet again in approximately two months to provide update and future recommendations.

- 3.0 Moved by Okonuk, seconded by Bendoraitis to adjourn the meeting at 9:45 AM. Vote: yes, unanimous

Respectfully submitted,

Joyce R. Okonuk  
First Selectman