

**Municipal Technology Advisory Committee Meeting Minutes**  
**January 22, 2024, 7 PM**

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

**Present:** Dean Rubine and Chris Haller

**Not present:** Bob Woodward

**Guest present:** Jen Messeder

Call to order at 7:18pm.

No public comments.

Dean moved to approve the agenda, Chris seconded. Vote passes 2-0.

Dean requested amendments to the 04DEC2023 minutes to state that he moved to approve the November minutes, not Bob. Chris made the changes. Dean moved to approve the December minutes, Chris seconded, vote passes 2-0.

MTAC discussed at length the situation regarding SharePoint status and rights to create or add new groups and individuals to the site. Dean and Chris both had issues with gaining access back to the site and determined that they need to browse directly to the "Committees" sites instead of just the root SharePoint website. Jen was helpful in assigning and showing permissions for the site to Dean and Chris. Dean and Chris determined that while they're able to make a new space for a new committee, they do not have the permissions to add/remove users from this committee.

Dean shared a draft email to the Select Board discussing the challenges in completing access to the SharePoint for committees. This email outlined the issues with gaining the rights necessary to complete the task at hand.

Jen shared that she was working on re-wording and drafting a new Communication policy for the town. This will encompass Electronic Media content that's in the current policy and add Social Media accounts, print content and verbal communications.

Action Items:

- Dean to send the email about SharePoint troubles to the Town Select Board.

Chris moved to adjourn at 8:05, Dean seconded. Vote passes 2-0. Next meeting date will be February 5th, 2024.