

Minutes
Town of Clifton
Town Council – Training Session
June 1, 2016
10:00 A.M.

Members Present

Felix Callicotte, Mayor
Luis Montoya, Vice Mayor
Barbara Ahmann, Council member
Ray Lorenzo, Council member*
Roy Tyler, Council member
B. Waddell Reyes, Council member
Ray West, Council member

*Absent

A quorum was present.

Call to Order: The meeting was called to order by Mayor Felix Callicotte followed by the Pledge of Allegiance.

Presentation and instruction on utilizing electronic tablets for town communications and materials-Mario Pedregon, Trainer: Members of the Council were each provided with a Dell Inspiron 11.6 inch 2-in-1 Touchscreen Laptop Computer. These devices will be utilized to provide members of the council with documentation/information relating to items for discussion during council meetings. As discussed during the budget work sessions, a more cost effective method to obtain the monthly council packet in an electronic format was suggested. It was noted that the average council packet contains approximately 80 pages. The Town Clerk prepares 10 paper packets per month. The goal was to eliminate the expense of paper, copy and time to produce the information.

Mr. Pedregon provided guidance on the various functions of the electronic device. He also explained the various software programs that were loaded onto the devices. He focused on the use of “dropbox” This program will be used by the clerk to share files with each of the assigned tablets.

Town Manager, Ian McGaughey provided each member of the council with a draft “Tablet/Computer Use Policy” which will be on the June 9, 2016 Regular Town Council meeting agenda. If approved, each council member will sign the acknowledgement of the policy prior to issuing the electronic device for each individual to take home. He informed the council that this is a tracking method of town property.

Members of the Council debated the issue of whether a policy was necessary.

Adjournment: Motion to adjourn was made by Council member Roy Tyler. Second to the motion was made by Council member Barbara Ahmann. Motion carried.

Meeting adjourned at approximately 11:30 a.m.