

Standard Department Narrative Form

Department Name: **Information Technology**

Department Number 155

Purpose of Department/Mission

Maintenance of town computers and networks, including Internet access and Website management.

Department Staffing

- None, although the Town Accountant is currently charged with oversight, and two employees have been trained to update the Town's website.

Mandated Services

- None

Other Programs/Services Provided

- Repair and maintenance, which includes a service contract for repair and maintenance of computers for all departments except the WPCF. The WPCF is treated separately because it is funded mostly from sewer user fees. Minor equipment purchases (modems, routers) are also charged to this account.
- Website address registration
- Website hosting
- Dial-up and DSL expenses for internet access
- E-mail accounts

Revenues Generated

- None