Rehoboth Information Technology Advisory Committee Meeting Minutes

Date of Meeting: 10 August 2022   **Meeting Location:** Francis Farm, Arcade Bldg.

Members of Committee: **In Attendance:**

Anna Deignan (AD) (Chair)   Present
Tim Maynard (TM) (Secretary)   Present
Jay Jil (JJ)   Present
Reuben Fishman   Present (via ZOOM) as non-voting contributor

Official Observers: None

Old Business:

Jay moved to approve the minutes of the meeting of 13 July 2022. The motion was seconded by Anna and was passed unanimously.

George Solas, not being present, could not address the matter of the committee charter that has been submitted to him. Anna will contact him regarding the draft of the charter and its status in the approval chain.

New Business:

Reuben suggested the possibility of using the Government Cloud as a mass storage option for the town. This hosts federal, state, and local government data at present. The host company would be Amazon (AWS, Amazon Web Services) or Microsoft (Azure Cloud Services). The discussion will have to be pursued with Derek (Town I.T. Director).

Key pieces of the process to acquire mass cloud storage on behalf of the town would include:
- Formulating a baseline set of security controls;
- Soliciting quotes;
- Checking the Massachusetts bid list.

It would appear that CMIT is providing mostly services for the police department.

It was concluded by the committee that additional work was needed on all of the proposed policies.

The Incident Response Plan was reviewed by the committee members.

The consideration of creating a RASCI chart (a popular management tool to categorize participants and define their roles and responsibilities within a project or process) was discussed by the members.

Future Considerations:

- The committee felt that the issue of cyber-insurance has to be explored. We have no knowledge of what, if any, insurance the town currently has.
- It was felt that we still have to develop a proposition for the Board of Selectmen with the intent and the estimated cost.
- It was also felt that in order to get insurance the town will have to improve its risk level. The committee speculated on whether or not CMIT will do a risk assessment for us.
- We will have to develop I.T. security controls.

The committee members were tasked with the following:

- Review the Data Security Policy as it will be on the agenda for the next meeting;
- Review the 3rd party IT services to the town (in particular, the Net Cenergy proposal) as it will be on the agenda for the next meeting.

Relative to information on CMIT and their relationship with the town, we have received no information that would supply any answers. We need more information from George Solas and Derek Rousseau.

The next meeting will be held on Zoom on 8/24/2022 at 7:00 pm.

Motion:	**Presented By:**	**2nd:**	**Vote:**
Move to adjourn (at 8:32 pm)	Tim Maynard	Jay Jil	passed unanimously