Informational Technology Advisory Committee
ITAC - Rehoboth, MA
Meeting Minutes – March 28, 2017
COA – Senior Center, 55 Bay State Road – Small Conference Room, Rehoboth, MA 02769

Attendees: Jim Muri, Derek Rousseau, Jake Kramer, Anna Deignan, Mark Welzel and Laura Schwall

Guest: Mike Deignan–Finance Committee; Ted Ballard – Water Commission

Meeting came to order @ 8:12 p.m.

ESRI – Software & Hardware Update: Derek spoke with ESRI there is a free viewer available. It can do everything we will need it to do currently with the exception of editing the data points. We need to see if Roger Williams will release the data if we don't have a paid subscription. Derek said he left his cell and e-mail but has not heard back from the Roger Williams contact. Derek suggested we start with a free version set up in the town hall conference room on an extra computer. Laura suggested using the donated computer that Mike and Anna donated to the Town. Derek and Mark said that would be a great way to try the free version and evaluate what will actually be needed. Mark asked if we can "remote access" into their site and access the external data sources. Mark suggested we keep an eye towards what the Water Commission's actual needs are and what the Town needs. Mark suggested we should be looking into a data server for the future. Derek said we are now a part of the Community Compact and they offer an IT grant ranging from $15,000-$150,000. We missed this year's deadline but will be ready for the next submission, which will be March of 2018. Derek also suggested this should be part of our 1-3-5 year plan.

Motion: Derek made the motion that provided we hear back from the professor at Roger Williams, and he is agreeable to sending us the data, Derek will set up the program in a common space so it could be tested. Mark seconded the motion. The committee unanimously approved at 7:42 p.m.

Chief Barresi's Software Update: Currently on for FY2018 budget item now. We are trying to see if we can squeeze it in this year. There is some money in professional services that can be used; there is no money in software. As of now, it is budgeted for next fiscal year. As a result, this item will be moved to "Old Business".

Highway Department Software/Workstation Update: Jim looked at the package Mike talked about and he looked at a competitor's software as well. He has not done the demos, but generally speaking we are staring at maintenance software program for vehicles, which can be

expanded HVAC, generator and other areas the town may find helpful. The reoccurring cost will be around $2,000/year. Derek feels an Excel or Access database would be better since we have so many other needs in the town that we could use the $2,000 for. Jim will get together with Mike and see what they can work out. Jim will create a back end and a front end that will run a "run time". Derek said by creating this, it would be a good opportunity to see how much it is being used. We will rename the topic to CMMS corrective maintenance management system on future agendas.

Update on Copier: No update – still at Highway. Derek will be working with Mike shortly.

Review Current IT Policy – Social Networking Policy: Jim said – let's take one or two policies – go over it tonight. Anna said she will be working on the Social Media policy and send it to the Personnel Committee – Dave Scanlon and for the IT Committee to review. Anna would like to send the remaining policies out to the IT Committee and have everyone review on their own. Then we can meet one/two nights to edit the policy together. It was decided that Anna will e-mail the following policies: Data Security – Password Policy – Communication Policy – should all be kept confidential. We will start with some of the employee public policies first. Our first IT Policy Meeting will be scheduled for Wednesday, April 19th @ 7:00 at the COA. Backup meeting for April 25th. Anna will send out policies at least a week ahead.

Technology Plan 1-3-5 Year Plan: Tabled for next meeting. At the 4/19 policy review meeting we will give Peter our suggestions.

Anti-Virus Software – Town Computers Update: It has been purchased. It started to install. The updates are getting blocked by the Firewall. Derek will need to work with CMIT. We have 43 machines and have completed 17 with the upgrade already.

Police Security Update: Derek said CMIT gave us some inaccurate information. After speaking with Sgt. Todd, he does have two accounts; a regular and ADMIN account. Mark made a recommendation, since he is not trained and a possible security risk, since we have paid for 24/7 professionals to handle any issue. Therefore, Mark made a **motion** to contact Chief Trombetta and have the ADMIN account renamed or disabled and remove Norman Todd from the administrative account. The ADMIN account must be locked down to only necessary people. Anna seconded. Discussion ensued and the committee was asked who will contact Chief Trombetta. It was decided that Mark will contact the Chief. Jim asked to wait until after election. The committee unanimously approved at 8:28 p.m.

Town Clerk Video Monitor for Display of Public Notices: **Action Item** – Jim will follow-up with the "sign guy". Mark will do a secondary route and research reader boards. Mark made a **motion** that he will research the reader boards and Jim will contact the Sign Guy. Anna seconded and the group voted unanimously to approve at 8:52 p.m.

Role of IT Committee: Will discuss at policy meeting.

Acceptance of Previous Meeting Minutes: Done – see below. Minutes 3/7/17 – Mark made the **motion** that the 3/7/17 minutes be approved as amended – Derek seconded and the committee voted unanimously to approve @ 7:14 p.m.

1/25/17 Minutes – Derek made the **motion** that the 1/25/17 minutes be approved. Mark seconded the motion and unanimously approved by the committee @ 7:16 p.m.

Database Server Replacement and Budget Preparation - Update: The Vision Server was a 7-years old donated server given to the Town years ago. We need to allocate $15,000 for the Vision Servers. Derek said we have $6,000 left in this year's budget. Finance Committee Chairman, Mike Deignan, said if we want the server we need to get it this year. Derek stated the server is critical to the operation of the Town. Jim suggested we put in for $10,000 and encumber what we have in FY2017. Jim suggested we put in a wish list for Capital Improvements to carry us into the future = $15,000 server $21,000 work stations.

Motion: Mark made motion that Jim will make an official request of the Board of Selectmen for Capital Expenditures of $36,000 for server and work station upgrades – Derek seconded – and the committee voted unanimously to approved.

Licensing and Permitting System Update: Touched upon earlier.

Public Records Law "Shared/Secure" Database-Update – Working on the shared "town" network folder.

Kahn Academy; W-3 Schools – Anna suggested there are free Web-based training software. Available. We will discuss at a later date.

Any Other Business:

Adobe PDF Software – Anna e-mailed Helen to conduct a class for town hall employees on Adobe PDF Software. Jim asked that LeeAnn Bradley be added to the list of attendees. Anna has a draft agenda she ran by the committee. A few items were added. Training will take place on April 12th from 9:30 – 11:30.

Next Meeting – – COA – Wednesday, April 19, 2017 at 7:00 p.m.

Motion to adjourn: Mark made the motion to adjourn – Derek seconded. Committee voted unanimously @ 9:29 p.m. to adjourn.

Respectfully submitted,

Laura L. Schwall

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Meeting Minutes Approved (date and time): Date: _____*April 19, 2017*_____ Time: *8:37 PM*

Signature of IT Committee Chairman after minutes have been approved:

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James J. Muri - Chairman