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**Informational Technology Advisory Committee  
ITAC - Rehoboth, MA**

Meeting Minutes – August 26, 2015  
*Hillside Country Club – 82 Hillside Avenue, Rehoboth*

Attendees: Jim Muri, Derek Rousseau, Laura Schwall, and Mark Welzel.  
Guest: Applicant - Peter Beerman,

Meeting came to order @ 7:38p.m.

**Interview with Peter Beerman** – One Vacancy – two applicants. Peter has been involved in the technology field for 15-16 years in the areas of education and non-profit sectors. Currently Peter is working in the Providence area doing consulting work. Mark Welzel asked Peter's experience with budgetary concerns. Peter responded that working with non-profits has given him a lot of experience in that area. He has learned to make-do with what you can and repurpose materials you have. He currently has done a lot of work on virtualizing. Peter stated it takes creativity, which he has been doing for 14-15 years, and he has built up relationships over the years that can help him in the process. Mark also asked Peter's experience with networking/hardware. Peter said he has experience with "everything under the sun in technology". He has installed 6-Virtual servers and 6-7 regular servers.

Regarding Peter's ability in Planning and Implementation – Peter stated he has done everything in technology - from the ground up. He has been to places where they had nothing and worked up to 6-virtual servers.

Chairman, Jim Muri, explained that we are an "ad hoc" committee appointed by the Selectmen. We do roll our sleeves up and work on the technical issues from time to time to help the town save money. Jim also explained we have an outside service provider CMIT to monitor servers and our network.

Derek Rousseau explained our role is to determine how we can better utilize the technology the Town currently has.

Peter responded that he definitely sees (a.) how the technology is implemented and (b.) how we continually try to find ways to save money.

Peter asked if we have a bottom up technology plan. Derek replied we are charged with having to fix the current equipment we have. Town Hall was in poor condition, when the committee began, and needed to be brought up to speed with current technology. Currently the network seems to be working well and new fiber has been installed between buildings. Hopefully, in the next year or two, the committee will be able to implement a technology plan for the town.

Jim informed Peter that we meet once a month, usually last Wednesday or last Thursday of the month, which does work with Peter's schedule. The Chairman stated we would deliberate and get back to Peter. If for some reason the committee or Selectmen do not appoint Peter to the open IT Committee position, Jim strongly suggests he consider joining Planning Board.

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### **Police Computers – Servers**

Bob Miller - CMIT's quote came back at \$25/machine; the server contract will stay the same. We can add IMC as a server for \$200.

**Mark made the motion:** To accept the "Performance" package - \$25 per workstation for up to sixteen (16) machines as provided by CMIT and to make a recommendation to the Board of Selectmen. The motion was seconded by Derek. A brief discussion took place with Derek stating the price was a bit high; however, it does provide the 24/7 coverage we are looking for. Mark said that since we do not have an IT company, it is a necessity. Jim asked how much overtime Sgt. Todd is paid for covering technology issues. Jim was hoping we could rationalize the expense of the Performance package by the savings the Town would realize by not paying Sargent Todd overtime for his technology duties. Discussion continued among the members. Mark called the question – no further discussion – the vote on Mark's motion to accept CMIT's "Performance" package at \$25 per workstation for up to sixteen (16) workstations at the Police Department was approved unanimously @ 8:29 p.m.

**Action Item:** Derek suggested we need a formal contract with language that states "on call" and "response" times. Mark will request a contract/agreement from CMIT

Jim will contact Town Administrator, Helen Dennen, with the IT Committee's decision and recommendation to accept the "Performance" package for up to 16 Police computers at the August 31, 2015 Selectmen's meeting. Selectmen will decide if they want to meet in Executive Session\* (prior to regular session) – for "security" related reasons and to discuss public safety issues that may be considered confidential. At the August 31, 2015 Selectmen's Meeting - Jim will represent the board as the Chairperson; both at the Executive and Regular sessions.

**\*Action Item:** Laura will check with Gerry to see if an executive session is needed to inform the Selectmen what happened and why we need the additional "Performance Package" offered by CMIT. Laura will also post a meeting for August 31, 2015 in case there is a quorum.

### **Upgrading Support to 24/7 – TRI-Tech @ Police Department**

**Derek presented a quote and made a motion to:** Upgrade the current support to 24/7 with TRI-Tech for the Police computer station (dispatch desk). The cost will be an additional \$29 per year. The motion was seconded by Mark and the committee voted unanimously to approve. The Police Chief will fund from his budget.



### **Scanning Hardware/Software Town Clerk's Office**

We are looking for software - Output = PDF/OCR that will get archived in a logical structure, whose entries are stored in a database (index).

There are currently two programs that seem to fit our needs, which are Paperport and Laserfische.

**Action Item:** Mark will contact Laserfische. Laura will forward the materials and contact information to Mark and the committee. Derek will check on Paperport.

Mark stated the Town of Rochester is currently working with a program given to them by their copier company. Mark will look into further.

**Action Item:** We need to concentrate on a scanning solution going forward. The program needs to be accessible from other workstations with password protections. Jim will do a batch conversion on the old files so it can be backed up on the Network. Files will be converted from TIFF images to searchable PDFs. Derek will pick up another flash drive to make a duplicate "backup" copy of the files currently stored on the old scanning computer. This will serve as an additional backup to the external hard drive where the TIFF images are now stored and a way to print the documents to the copier rather than the printer connected to the old computer. The current printer only has memory to print 5-6 pages at a time before it freezes and needs to be restarted.

The Town Clerk scanner issue will be put on the upcoming IT Committee agenda to discuss further and vote on a solution.

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### **Discussion of Two Interview Candidates: Anna LeSueur and Peter Beerman**

Jim asked the committee:

Who has technical acumen to benefit the committee? – Peter

Who would have the personality and corporate background that is currently missing from the committee? – Anna

Laura offered to step down so other two members could be appointed.

Jim suggested we fill the vacancy we have now, then a month down the road, if we want to incorporate the other candidate, we can approach the Selectmen to amend the total number of members of the IT Committee. Jim is concerned about securing a quorum for our IT meetings if the member count is increased. We would have to increase by two members, in order to have an odd number of total members, which is desirable when voting. When the earlier IT Committee had more members, it was difficult to get a quorum of members for their meetings.

Jim stated he is leaning towards requesting Peter be appointed to the committee as he seems to be more technically literate and able to help with the hands-on situations we currently have.

Mark stated he is 55/45 Peter over Anna. He agrees that six-months to a year we add Anna.

Derek suggested we need someone now to help research and fix – Peter seems stronger in that area.

Laura again offered to become an associate member to allow for the two new members to be full members. It was decided that the Committee likes to have a Town Hall representative as a full member to communicate the technology situation at Town Hall. In addition, it is helpful when posting notices and filing minutes with the Clerk's office to have the Town Clerk as a full member.

**Motion made by Mark** – after discussion: To appoint Peter Beerman. Derek Seconded – The committee unanimously to approve. Jim will recommend to Selectmen and contact Anna and Peter with our decision.

**Motion made by Chairman, Jim** - Request the Board of Selectmen add a “non-voting” Associate Member to the IT Committee. Mark seconded the motion. Discussion – by adding a non-voting Associate Member, it would not increase the quorum needed for our meetings, but would increase the knowledge base.

Next meeting to discuss the Scanning will be scheduled for September 10, 2015 @ 6:00 p. m. – Vinos Family Café – 503 Winthrop Street, Rehoboth.

Agenda items for the September 10, 2015 meeting will be: (1) Follow-up to Selectmen's meeting. (2) Police server workstations. (3) Discussion on a document archive system.

There being no further business, a **motion to adjourn** was made by Mark and Derek seconded the motion. The committee voted unanimously to adjourn at 9:35 p.m.

Respectfully submitted,



Laura L. Schwall

Meeting Minutes Approved (date and time):

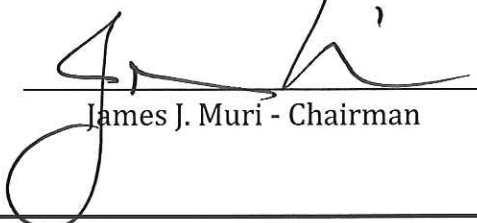
Date:

10/18/15

Time:

9:30 PM

Signature of IT Committee Chairman after minutes have been approved:



James J. Muri - Chairman