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REHOBOTH, MA



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

Meeting Minutes – June 30, 2016  
*Town Hall – 148 Peck Street, Rehoboth, MA 02769*

Attendees: Jim Muri, Derek Rousseau, Peter Beerman, Anna LeSueur, and Laura Schwall

Meeting came to order @ 7:42 p.m.

Jim's workshop – Cyber Threats "fb CEO Seminar Series – 6-29-16

7:41 p.m. – swore in Peter Derek and Jim.

**Review of Current IT Policy** – Rehoboth currently has an acceptable use Policy, which Anna would like to a rewrite in layman's terms. We should also create an IT Security Policy – Acceptable Use Policy, Back-Up Policy, Data Classification (if needed) Retention and Archive Policy. Logical Security and Access Policy. Mobile Device Policy – Password Policy – Physical Security Policy (Server Room) Rehoboth IT Policy - Mission Statement, Social Media Policy And Technology Procurement Policy.

Other suggestions / comments – does the town have a sanction policy in case of violation. Personnel board – discipline. Insert a placeholder for the Personnel board to draft. Create some kind of network diagram. Our infrastructure is at the 95% point. The past three years – so many changes. No networking in place across different sites – now we are in a situation where we have everything running smoothly and can create a network diagram. - Organizational chart – who have various access to admin. Extra policies – IT to review its policies annually. IT training and security policies. WISP or Acceptable use policy sign-off every year. HIPPA – roles and responsibilities of an information security officer. Security policy – MASS Privacy law. (example Blandford Information Security Policy).

We should have someone as an Information Security Officer who is a town employee.

Anna will forward the drafts to all committee members so we can redline for next meeting. Jim feels that Anna is heading in the right direction and jives with the philosophy of the IT Committee.

**Technology Plan – 1-3-5 Year Plan** – First step is to figure out where we are and what is available – Get an Inventory and firm Policies. Get that information and then go from there. Derek suggested meeting with department heads and find out how they are using technology now and how they can use technology to automate repeating tasks.

Network diagram – Peter and Derek to work on. Jim to get an inventory from Helen.

Spiceworks can be set up on a laptop – Mike Deignan's laptop and Derek will set up to capture

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**Antivirus Software** – Town Computers – Derek spoke with CMIT unless we go with their management service they will not help with this project. Freeware ? – Kaspersky – free antivirus software. Sophos - \$32/computer. We should budget for that in our FY2017 budget. Site licensing – anti virus for town computers.

Managed Service – Jim said even though we are happy with CMIT, we should re-evaluate vendors.

**Adobe PDF Software** – Selectmen's Office and Town Clerk's Office – Derek purchased for scanning – new accountant and selectman's office. OEM Deal Derek got was \$80 for a DELL system or \$300 after. – Complete

**Police Security** – Major work in progress. They have a workstation arrangement from CMIT and the deluxe package on the servers. Jim asked if CMIT wipe all the ADMIN privileges on the workstations? Officer Todd is still the authorized contact – Jim to have a conversation with Trombetta & Helen to have CMIT retain Todd as a contact; however, no one should have ADMIN privilege. Only two (Mark and Derek) should have ADMIN access.

Anna suggested we do a risk assessment on the police workstations.

**Town Clerk Video Monitor** – Derek to set up at the studio to see if it works first. Work in progress.

**Scanning Equipment** – Have check – install on July 20, training on July 21. Will have scanning company clean rollers on the current scanner. Peter offered a Minolta Bizhub Pro C5501.

**Role of IT Committee** – Anna forwarded to committee members to review and markup. Ideally we advise and get third party CMIT involved unless . . . Profiles for the members of the committee. Share edits with all members and Anna will update.

**Any Other Business** – 8,000 in funds to spend before the end of the year. Derek is suggesting HP DesignJet T2530 Multifunction Printer Series. Currently the unit we have is being used by Conservation/Planning/Board of Health/Zoning/ZBA/Building/Assessors and is 18 years old. Helen asked if the new 36-inch printer could print in color.

Motion: Derek – purchase the HPDesignjet not to exceed 8,000 out of the computer hardware and/or professional tech lines. Peter Second – Unanimously approved.

CMIT to send quote for an upgraded firewall for Town Hall – ballpark around 1,200

Motion: Derek – assuming funds exist purchase a firewall specked out by CMIT not to exceed 1,500. Laura Second – Unanimously approved. Sonicwall TZ500 - \$1,400 or TZ400 - \$1,047.

Derek Motion – Peter Second – Unamin – approval of March 10, 2016 minutes.



Phone system – Intermedia – Comcast sip. Call quality issues. Comcast is what Derek wanted originally but it wasn't offered in this area. Now it is and they guarantee service up to the building. Cost is same as Intermedia. We will have a surplus of \$3,000 in the telephone account because of the upgrades we made. We had a few issues with Comcast because they were unaware of our network. They have been resolved.

Derek TMLP – Internet Division – Fiber-based Internet to schools and police. They have fiber that is close to us – he is working with them to get the pricing.

Derek and Peter suggest we start looking into replacing the Vision server and start our virtualization there. This should be added as one of our action items.

Peter asked if we can get a lift gate to deliver the scanner/copier to town hall - Derek will take a few photos of where it can go and talk with highway to see if they can pick it up and deliver.

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Next meeting August 23, 7:00 @ Hillside - LaCollita.

Motion to adjourn: Derek – Peter 2<sup>nd</sup> – All in favor. Meeting adjourned @ 9:23 p.m.

Respectfully submitted,



Laura L. Schwall

Meeting Minutes Approved (date and time): Date: Nov. 30, 2016 Time: 9:25 pm

Signature of IT Committee Chairman after minutes have been approved:



James J. Muri - Chairman

# Office of Town Clerk

Laura L. Schwall  
Town Clerk  
148R Peck Street  
Rehoboth, MA 02769



## POSTING NOTICE

<b>COMMITTEE:</b>	IT Committee Meeting
<b>DATE:</b>	Thursday, June 30, 2016
<b>TIME:</b>	7:30 P.M.
<b>LOCATION:</b>	COA - Rehoboth Senior Center - 55 Bay State Road, Rehoboth, MA

### AGENDA:

1. Call to Order
2. Pledge of Allegiance
3. Review Current IT Policy
4. Technology Plan – 1, 3, 5 Year Plan
5. Anti Virus Software – Town Computers
6. Adobe PDF Software – Selectmen's Office & Town Clerk's Office
7. Police Security
8. Town Clerk Video Monitor For Display of Public Notices
9. Scanning Equipment
10. Role of IT Committee
11. Any other business.
12. Acceptance of previous meeting minutes.
13. Adjourn
14. Executive Session if needed.



**POSTED:** Date *June 27, 2016* Time *10:38 AM*

*Laura L. Schwall*

Laura L. Schwall ~ Rehoboth Town Clerk

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