Informational Technology Advisory Committee
ITAC - Rehoboth, MA
Meeting Minutes – March 7, 2017
Vinos Family Café, 503 Winthrop Street, Rehoboth, MA 02769

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

Guest: Ted Ballard–Maps Committee/Water Commission, Bill Costa-Maps Committee & Mike Deignan–Finance Committee

Meeting came to order @ 8:04 p.m.

Water Commission & Maps Committee – ESRI Software & Hardware – Ted Ballard – member of the Water Commission and Mapping Committee told the group we have two types of bedrock in town – south of 44 and above. 4,000 wells in town, we currently have data on 1,900. Only 1,200 have house numbers on the data so they are the only the ones we know the actual well location. They are working with Roger William University to plot the wells we currently have. They are working to determine how deep in the bedrock the wells are. The Water Commission/Maps Committee will need to purchase a laptop to handle the database. The reason for the laptop is to evaluate the data. The Selectmen gave the committee $1,000 to fund their project. Ted would like to request that the Selectmen approve the use of the $1,000 towards the purchase of the laptop. Derek said a true CAD system would cost $2,000-$3,000. Derek would suggest **not** using a laptop, as it is not secure. It was asked who/what department would be doing the data input. Ted said the majority of the well data is located in the Board of Health, so he would suggest the Board of Health office. Bill Costa suggests when we are looking at a file server, we should make sure the new server can handle the proposed software. Mr. Costa also stated we need to make sure, if there is a major catastrophe in town that the data can be recovered. Derek and Jim said CMIT provides that security. That is why Derek wants the computer to be connected to the network server and not a laptop. Ted is looking for a piece of equipment that we can look at the well data now for the following reasons:

1. Long Range – If we run out of water, 75-100/foot it will cost the town over 160 Million dollars to get just the infrastructure for a water system into Rehoboth.
2. The town is under pressure from the State House (visa vis chapter 40B) to show a plan of compliance, which is 10% of the houses in Rehoboth must be "low income housing" (Chapter 40B). His point being we are under a short-time pressure because we don't have that ability to meet that requirement. This database will prove our case that Rehoboth cannot support the mandate with our current resources.

ESRI is suggesting we have a software license to edit data; however, we are looking at two different uses . . . a short term and long term solution. Short Term we would like to see the data. Long term we would like to have the ability to update the data. Therefore, Peter suggested we purchase the server now and then purchase the hardware in the future. Derek stated, for today/the next six months, they need a device to view and start to review the data the students collected. The question comes up . . . will the University release the data if we don't purchase the ESRI software? Derek will check with ESRI to see if we can get a free "view only" license. Bill suggested we get something in writing that will satisfy the University's approval to share the data collected by the students. Derek will reach out to ESRI directly.

Derek would (1) suggest that the Maps or Water Commission check with the Board of Health or Selectmen to see what department will add the responsibility of well data input/ESRI data into their job description. (2) Regarding the workstation, Bill asked if it could it be placed on a desktop in the selectmen's meeting room connected to the projection screen? Derek said yes. He also stated that the IT committee is trying to protect the database by putting it on the Town's network system so it is automatically backed up offsite and we can rebuild the database if for some reason the data is lost. The laptop does not offer that type of backup protection.

Bill asked if we have a desktop computer connected to the network, could he use his thumb drive and download the data to his laptop and view through the ESRI viewer. Derek said, yes, he should be able to. Derek would like a contact at Roger Williams that he can discuss the software with. He feels he has a solution to help Ted and Bill; however he would like to run it by someone at Roger Williams. Ted Ballard stated Mark Brickley at Roger Williams is their contact and provided Derek with his contact information.

Chief Barresi's Emergency Reporting – Software Request – The Chief forwarded the committee the quote for the suggested EMS Module reporting software, which was suggested by the State through a recent audit/inspection. 3 of the engines are licensed as "Class V Non-Transportation ambulances". Therefore, they are renewed and the State inspects them every two years. This year the State Inspector said they can no longer use paper, the reports must be submitted electronically. The program they are using costs $119/month, which will go up to $189/month to use this compliance software. The expense comes out of the general budget, not the Chief's budget.

Frank said there will be no compatibility issues because it is just an additional module. Anna asked if the Chief is looking into any other modules in addition to the EMS module and the Chief responded "not at this time". The Chief said the system will be compatible with Massachusetts within the next month or so. Regarding the State regulatory requirement, Anna said they will become even more compliant with this software. The Chief said it will also give him analytical reports, which will be very helpful. Anna asked Derek if the software has any impact to the Town? Anna stated that Fire does not have to be HIPPA compliant but this program does provide that as part of the program, which is great.

Year 1-Total is $960 with a yearly reoccurring expense of $189.

Motion: Mark Wetzel made a motion to approve the purchase of the EMS module for the Fire Department. The motion was seconded by Derek and unanimously voted in favor of recommending the purchase to the Board of Selectmen.

Highway Department Software/Workstation - Jim talked to Highway Superintendent. He is looking for maintenance software. Derek said they bought software a year ago without our blessing. The software can be used for HVAC – Vehicles – Roadways - Dam Inspections – State inspections, etc. Jim said there are packages that are web based and lives on backup servers on several external sites. The software can be tracked and acted upon. Jim would like to expand the type of software we recommend; therefore, Jim and the Highway Supervisor will look into and report back to the group.

Update on Copier – Derek has approval from Helen to move forward in getting the donated color copier up to Town Hall. Currently the copier is being housed at the Highway Department. Helen wants to make sure it is working condition and if not, requested an estimated cost to get it working condition along with a yearly estimated cost for consumables.

Review – Current IT Policy – Anna said Jim and Anna met to see which policies would be relevant. Anna gave half of them to Jim to review and edit. Jim will edit and give to Derek for another review. Anna will send the remaining to Jim for review and approval after Jim forwards the original set of policies to Derek. Anna has a spreadsheet of the policies we will be updating and the progress, which she will share with the group. We are now waiting for the technical pieces to be entered. Once the process is complete, the updated policies will go out to the group for review. Anna's intention is by the weekend to have the rest of the policies created in template form and send to Jim to fill in the technical pieces and run past Derek/Peter for review. Upon completion, Anna will send out to the group. This is a work in progress. Anna's suggestion is to set a tentative schedule of "milestones" to achieve so it continues to move the program along. Jim said we should align the timeline with our Fiscal Year. Therefore, we should aim to having all Policies reviewed by all committee members no later than June 1st. After June 1st the proposed Policies will need to be submitted to Selectmen, then Personnel and Town Counsel for them to opine.

Technology Plan 1-3-5 Year Plan – Tabled

Anti-Virus Software – Town Computers – Derek has not purchased yet. He is still in the evaluation stage. For 3-years of Sophos antivirus on 42 computers, it will cost $2,431.80 or $57.90/computer for Town Hall, Highway and Building computers. Approved by Helen, the Committee gave their blessing for Derek to go forward. Derek will purchase and will then need to figure out how to get it installed on all the computers.

Adobe PDF Software – Selectmen's Office – Completed as of last meeting. Anna offered to set up a training session with Helen, Kelly, Laura, Jake and anyone else that would like to learn the Adobe PDF. Anna will discuss with Helen and set up.

Police Security – They have been forced to comply with all the Town Hall restrictions, i.e. password resetting, etc. We discussed removing all the ADMIN accounts and reset with IT Committee, CMIT and Sgt. Todd. Anna would suggest, as an auditor, that each member of the committee should have their own account so it is known who accessed the admin account

should an issue arise. Jim asked if we should have a conversation with the Chief. Derek said to wait until the next meeting and Derek will check with CMIT. Anna would suggest the IT Committee complete an Audit walkthrough of the Police to see if they are secure. Do we feel the monitoring is good now? Derek said the IT Committee should do a "whole town" security audit. Jake said he would suggest a class on security first. "We need to educate before we slam them", Jake commented. Jim suggested we schedule something with Helen and the Police Chief to assess through an IT evaluation. Derek suggested this is what we should do to protect the Town. An Internal Audit team should be developed to see "where the gaps are and let the staff know this is what you can do to correct".

Anna suggested "Password Vaults"- we should look into this. She suggested "keypass" – it is free and Anna would be willing to come in and train the staff. Anna feels we should encourage the "fob" or keypass system. (Encrypted database).

Discussion for Next Meeting – Biometric Passwords.

Town Clerk Video Monitor for Display of Public Notices – No activity. Mark suggest we put a file on the server – place the PDFs in the folder and Jim will speak with Joe Travares and get a quote for a "start to finish installation".

Role of IT Committee – Tabled.

Acceptance of Previous Meeting Minutes: The 11/30/2016 minutes were approved and signed, as amended at the 1/25/2017 meeting. Regarding the distributed minutes of the 1/25/2017 IT Committee Meeting, Derek asked for time to review. Therefore, the 1/25/17 minutes approval was deferred until the 3/28/2017 IT Committee Meeting.

Any Other Business:

- Database Server Replacement – Jim asked if we are doing a capital replacement on one of our servers, the "Vision" server? Discussion took place between Mark, Peter and Derek.

Motion: Laura made a motion to develop a Database Server Replacement Committee comprised of Mark, Peter, and Derek. They will report back to the Committee at the next meeting. Anna seconded the motion and was unanimously approved.

- Budget Preparation – Mark said we need to put into place a hardware rotation program. Derek presented the printout of the current hardware/software inventory he pulled from the server. Mark would like to replace a third of the workstations every year. Peter suggested we virtualize more of our network as soon as possible and stated this would be a great solution for lowering our costs. Jim asked if we are interested in moving towards thin-clients. Mark tabled this matter until our next meeting.

- Licensing and Permit System – Jim feels this can be put into Asset Management. Jim asked if Derek looked into CMMS systems for maintenance management.

Motion: Mark made the motion that Jim would check with other towns to see what they are using. Peter seconded the motion. A discussion took place and the committee voted unanimously to approve. Derek is currently researching six different software programs.

- Public Records Law "Shared/Secure" Database – Derek created a shared folder on the Town Drive where each department can enter their public records request information and Laura can pull from the individual spreadsheets to compile a year-end report for the Secretary of State.

Other Business: Jim stated hopefully he is successful in his run for Selectmen. If he is, Jim will need to resign as an IT Committee member. Therefore, think about who you want to be Chairman and how do you want to handle the new committee setup with 6/7 members.

Next Meeting – March 28 – LaCollina 7:00 p.m.

Motion to adjourn: Derek made the motion to adjourn – Anna seconded. Voted unanimously @ 10:06 p.m.

Respectfully submitted,

Laura L. Schwall

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Meeting Minutes Approved (date and time): Date: *March 28, 2017* Time: *8:16 pm*

Signature of IT Committee Chairman after minutes have been approved:

James J. Muri - Chairman