Informational Technology Advisory Committee
ITAC - Rehoboth, MA
Meeting Minutes – May 12, 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 @ 7:40 p.m.

Review of Current IT Policy - Anna – work in progress

Peter – Has copies of policies and procedures, which he will share on drop box.

Peter & Derek to work on Town Network inventory and Network image.

Jim – will check with Helen to see if we have an existing inventory.

Anti Virus Software – email to CMIT we are not interested – we should purchase a license from an AV company. Rough pricing for software 60-85/year/workstation (35 workstations) – cloud based products. Price difference is between regular av software and one with malware. Can put protection on our network on the server. We do have protection on server as per Derek, but we did still have a problem in the Police Department. Anna suggests Maleware Bites. Derek said he looked into Sophos, which is another good program. We are looking at $30+ a year. Looking at $2,500/year. We would have to install ourselves. Peter said Sophos is easy to push out from the admin console. By having someone else do installation, it might void our contract with CMIT. Could come in conflict with the contract – does the contract prevent us from doing our own work on the contracts? If the AV software is installed and virus gets on the network from one of the computers – could it void our contract? We could indemnify CMIT if they install the software and a virus does get through. Peter has a quote for his company for 100 licenses sofos advance $32.12 – 2 year license Government Pricing (CDWgov).

Jim will reach out to Bob and CMIT to discuss the matter further.
Derek will reach out to CMIT to see if they will install if we indemnify them.

It was suggested that we have One Trainer demonstrate to 4/5 people who are computer savvy and have them all install on town computers.

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Kiosk – COA Board approved. Quote received from Fast Signs to be taken from current BOS Computer line. $3,957

<u>Kiosk discussion continued</u>:

Derek contacted VTH Website to see if RSS or iCal – all the fields we need are not available. We would have to go with a 3rd party web based product such as: My Town Government.

Shoot a PDF to a shared folder. Buy one – pilot it – see if it is worth purchasing another.

Plan B –

Action Item – Derek to do a test case with TV at Cable building. If successful, we will install something at the COA in a similar fashion. Down the road we will try to incorporate what the Town Clerk's Office is requesting

Motion: Derek – proceed with the aforementioned. Second – Peter – Voted unanimously in favor .

Kudos to Derek installing Adobe on town clerk's computer.

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Scanner – will have to encumber the funds – date is not July 20/21.

Need to install SQL light on the server. We do have on the server – would have to go on the Vision server. SQL for Vision and Gas Management software.

Derek Issues – drop needed $150; no switch capacity. Electrician to put in a drop – switch is $800. Office with Access $400 / $250 without.

Field Trip – to server room to check network equipment. Upon our return the following motion was made.

Motion: Recommend the purchase of a new workstation and installation for the Town Clerk's Scanning system along with installation of a Ethernet drop. Set up of said workstation by CMIT by the end of the Fiscal year 2016 if not sooner. Derek made the motion. 2nd Peter ~ unanimous voted to approve.

Next meeting June 9th 7:30 @ Hillside.

Motion to adjourn: Derek – Peter 2nd – All in favor. Meeting adjourned @ 10:00 p.m.
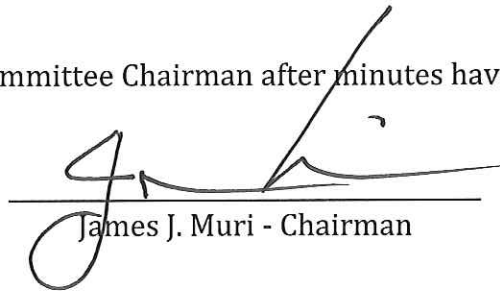

Respectfully submitted,

Laura L. Schwall

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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

POSTING NOTICE

COMMITTEE:	IT Committee Meeting - Revised Agenda
DATE:	Thursday, May 5, 2016 - Rescheduled to May 12, 2016
TIME:	7:30 P.M.
LOCATION:	Town Hall 148 Peck Street, 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   Time

Laura L. Schwall ~ Rehoboth Town Clerk