



Information Systems Technology Committee Meeting Minutes

Date: January 30, 2017

Time: 7:00 PM

Location: One Main Street, Town Hall, Conference Room B

I. Meeting Agenda

- Update on the IST Committee Charter. Action Item: Doug Sawyer
- Annual Town Report Submission -- IST Committee
- FY18 Budget discussion
- Community Compact Application & Grant
- Goals & Objectives for FY18

II. Open Meeting

- Called to order at 7:00pm ET

III. Attendance

- David Pease, Gregory Gougian, Martin Cadek, Robert Sweeney, Doug Sawyer (scribe)

IV. Acceptance of Minutes

- Minutes were reviewed and accepted by the committee in October, 2016

V. Old business

- Update on the IST Committee Charter. Action Item: Doug Sawyer
 - Several sources were checked to locate the existing committee charter without success. After contacting Town Administrator Mark Andrews, it was brought to our attention that the Town of Pepperell has adopted the Town of Pepperell Home Rule Charter. Under Chapters 4 & 6 of the Charter, the Town Administrator defines the IST Committee objectives and direction. There is also a statement of the committee purpose on the Town website.

I. New Business

- Annual Town Report Submission -- IST Committee
 - Martin will draft the submission for the town report which will include FY17 accomplishments as well as goals for FY18. Submission deadline is 2/6/17.
- FY18 Budget discussion
 - The budget for FY18 remains level funded from FY17. A planned grant submission and subsequent award would allow much needed improvements within the IT infrastructure within the town. The projects to be tackled depend upon the amount of the award.
- Community Compact Application & Grant
 - The grant application is in progress and submission is planned for March, 2017.
 - The application project chosen for the grant is for a best practice Offsite backup of mission critical town data.
 - Depending upon the potential award dollar amount, several projects of varying cost are being considered:
 - Public Dispatch Console – replace outdated equipment. Estimate is for \$140k.
 - Public Safety radios to handle cover communication dead-spots within the town. Estimate is for \$40-50k.
 - Replace 2-3 older Application/Data servers. Water Department needs central data storage. Estimate is for \$35k.
 - Rob led a discussion of potential IT infrastructure items that could be improved with the grant award and used for application process: Enterprise central management for

security, software updates pushed across network, wipe wireless device if lost. Products mentioned: Maraci, Barracuda, & several open source options.

- Goals & Objectives for FY18
 - Heavily dependent upon grant award:
 - Network Alerts – allow proactive town-wide preventative measures to enhance uptime and prevent issues. Est: \$700.00
 - Helpdesk System – allow for town-wide problem/request prioritized ticket submission. Improves tracking, allowing requestor to monitor activities of work. Est: Varies by solution

II. Next Meeting Date

- **Note:** Meeting has been moved earlier by 1 hour.
- April 9, 2017 6:00 PM EDT

III. Adjourn Meeting

- Meeting was adjourned at 8:04 PM ET