



Information Systems Technology Committee Meeting Minutes

Date: February 26, 2019

Time: 6:00 PM

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

I. Meeting Agenda

1. FY2020 Budget Request Review
2. MA Community Compact IT Grant Program
3. Cisco Umbrella Review
4. Town Hall Telephone System
5. Review of Water/Sewer Billing System failure & problem
6. Payroll/Accounting data
7. Regional Dispatch Center
8. Line of Sight link between Town Hall & Safety Complex

II. Open Meeting – Meeting called to order at 5:59 PM ET

III. Attendance – Martin Cadek, Dave Pease, Matt Werner, John Bolger, Dave Herman, Doug Sawyer (scribe)

IV. Acceptance of Minutes – Previous meeting minutes reviewed via email and posted

V. New business

1. FY2020 Budget Request Review
 - a. Budget included “must” haves and currently waiting to hear back on appropriation/recommendation by Town Administrator.
 - b. Firewall upgrade if possible.
2. MA IT CCC Grant Process
 - a. Handout provided.
 - b. Submissions for grants up to \$200k are accepted as of August 15th
 - c. Possibly include the Firewall upgrade.
 - d. Virtual server(s) replacement as these are getting out dated.
 - e. Discussion revolved around PBX telephone switch upgrade at the Peter Fitzpatrick complex as well as other items

3. Cisco Umbrella Review
 - a. Handout provided
 - b. First line of defense against threats on the Internet wherever users go (off the town network).
 - c. Doing a trial of this right now, excellent product that could be very useful. It also exposed ongoing issues with how network is being used.
 - d. Has great reporting and viewing of client activity
 - e. MSRP is 6k/yr. but realistically looking at 3.5 to 4.0k
 - f. Sophos is doing a good job today.
 - g. Strengths include site blocking
4. Town Hall Telephone System Upgrade
 - a. Received 2nd quote, wondering which direction to go with the upgrade.
 - b. Exploring Telephone system options:
 - i. Moore system is advanced and matches the one at the Police Department.
 - ii. Mitel is a modern system supporting existing T1 lines, 48 ports, Auto attendant.
 - iii. Hosted option – we do not have the bandwidth to support and makes cost prohibitive.
5. Review of Water/Sewer Billing System failure & problem resolution
 - a. This one is interesting disk backup issue in that all backups indicated success, yet there was bad sectors/corrupt files when accessing for a restore. No data was lost, and data was restored.
 - b. Crisis was averted and lessons were learned.
6. Payroll/Accounting data integration
 - a. Would like to automate data integration between the two systems to avoid redundant manual data entry.
 - b. Integration package has a small investment of \$200, which will quickly be recovered by reducing labor hours.
7. Regional Dispatch Center
 - a. Weekly meetings occurring with Police and Fire Chief to define Mutual Aid agreements and policy.
 - b. Towns currently onboard are Pepperell, Townsend, & Ashby
 - c. Goal is to develop the plan for submission to the state for approval which would grant money for improvements.
8. Line of Sight link between Town Hall & Safety Complex
 - a. Investigating if we could setup a line-of-sight backup link between town hall and the Safety complex.
 - b. Line of sight would need to be a clear view exclusive of any blockage including foliage.

VI. Old Business – None

VII. Next Meeting Date – T.B.D. – late June 2019

VIII. Adjourn Meeting – Meeting adjourned at 7:42 PM ET