



Information Systems Technology Committee Meeting Minutes

Date: March 26, 2018

Time: 6:00 PM

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

1. Meeting Agenda

- 1.1. IT Budget for FY19.
- 1.2. Possibility for municipal network over existing PCM/Charter fiber.
- 1.3. IT CCC grant – final update.
- 1.4. CENSUS 2020 – IT requirements
- 1.5. Current IT Initiatives
 - 1.5.1. Antivirus migration
 - 1.5.2. Assessing application upgrade
 - 1.5.3. Growing Social media presence
 - 1.5.4. Phone system upgrade for Town Hall
- 1.6. Status update on the Dispatch Center plans

2. Open Meeting

- 2.1. Meeting called to order at 6:06 PM EDT

3. Attendance

- 3.1. Martin Cadek, Robert Sweeney, David Pease, Gregory Gougian, Douglas Sawyer
(scribe)

4. Acceptance of Minutes

- 4.1. Previous meeting minutes have been approved & accepted via email.

5. New business

5.1. IT Budget for FY19.

5.1.1. Handout provided for discussion on the line item amounts for FY19. Slight increases to cover rising pricings for licensing, etc.

5.1.2. Budget needs approval.

5.2. Possibility for municipal network over existing PCM/Charter fiber.

5.2.1. Rob shared a satellite printout showing the Charter connections between town facilities. Discussion followed about possible connection enhancements between sites to support additional features. All information to be reviewed with Mark Andrews.

5.3. IT CCC grant – final update.

5.3.1. Handout provided showing the hardware purchased (server, licenses) with the 15k grant. Looking at NAS (storage) devices for remote locations (COA, Water Department) to provide much needed local storage and purchased with remaining grant monies.

5.4. CENSUS 2020 – IT requirements

5.4.1. Discussed the state requirements for collection, storage, & backup of census data. These are new requirements related to digital information storage.

5.5. Current IT Initiatives

5.5.1. Antivirus migration

5.5.1.1. Kaspersky antivirus updated to Sophos product per mandate.
Status: Completed.

5.5.2. Assessing application upgrade

5.5.2.1. Property assessment software upgrade. Status: Completed.

5.5.3. Growing Social media presence

5.5.3.1. New project directed by Mark Andrews to grow the towns social presence and guidelines/policies for responding to inquiries. Today there are various mediums (e.g. Facebook) being used by town departments.

5.5.4. Phone system upgrade for Town Hall

5.5.4.1. Looking at existing NEC hardware to provide voice over IP. Concern with bandwidth use to support both data & voice. Quality of Service (QOS) protocols can be defined to specify the priority and sharing among the types of traffic.

5.5.4.2. Investigating a hosted system; this may be expensive at \$20/person/month. Handout provided. Vendor to come in and review features.

5.6. Status update on the Dispatch Center plans

5.6.1. The plan is to regionalize in Pepperell. Exploring with neighboring towns that may want to join the center. Ashby, MA is a possibility. Once

regionalized, the state will provide funding for the communication center including much needed equipment upgrade.

6. Old Business

6.1. None

7. Next Meeting Date

7.1. Monday, June <first available Monday>, 2018 6:00 PM ET

8. Adjourn Meeting

8.1. Meeting adjourned at 7:19 PM EDT