



Information Systems Technology Committee Meeting Minutes

Date: June 25, 2019

Time: 6:00 PM

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

1. Meeting Agenda

- 1.1. Finalizing choice for new town hall phone system
- 1.2. FY2020 IT and Telecom final budget
- 1.3. Cybersecurity awareness grant
- 1.4. Project: improve inventory and central management of workstations with PDQ Inventory and PDQ Deploy
- 1.5. NAS upgrade at Police station
- 1.6. Town Website improvements / possible redesign
- 1.7. Elect new chairperson IST Committee

2. Open Meeting

- 2.1. Called to order at 7:05 PM ET

3. Attendance

- 3.1. Martin Cadek, Greg Googian, Dave Pease, Doug Sawyer (scribe)

4. Acceptance of Minutes

- 4.1. Prior meeting meetings review & accepted via email

5. New business

5.1. Finalizing choice for new town hall phone system

- 5.1.1. Three options reviewed: Mitel, NEC, & Panasonic
- 5.1.2. Most cost-effective choice for the town was the Mitel product (handout). Expansion to 250 users.
- 5.1.3. Pricing is around 10-13k and included conf room phones
- 5.1.4. Maintenance is included for the first few years, the nominal fees.
- 5.1.5. Feature allows forwarding your desk phone to cell phone without revealing the cell phone number.
- 5.1.6. Verizon copper line will be replaced with a T1 line from Charter (~45 days to install)
- 5.1.7. Setup planned for September/2019
- 5.1.8. Allows VOIP to remote sites with QOS
- 5.1.9. Voice to email translation feature.

5.2. FY2020 IT and Telecom final budget

- 5.2.1. With the town override, able to secure much needed 21k for hardware/software upgrades (handout).
- 5.2.2. PDQ software will be purchased (handout) to manage inventory tracking and software versions. Big plus allows automated windows updates without end user involvement. Will apply updates as unit comes only. Big productivity gain for our system administrator due to automation.

5.3. Cybersecurity awareness grant

- 5.3.1. This is a new state grant that the town administrator found (handout) for which we have applied.
- 5.3.2. Not a monetary grant but provides state supported cyber awareness, training, and testing.
- 5.3.3. Testing is accomplished using email as typical phishing schemes.

5.4. Project: improve inventory and central management of workstations with PDQ Inventory and PDQ Deploy

- 5.4.1. As mentioned above, provides software inventory control and configuration data tracking.
- 5.4.2. All facilities and essentially any equipment on the network can be included.
- 5.4.3. Eliminates the need to run around to each facility for updates, etc.
- 5.4.4. Pushes updates to equipment as users come online and connect.

5.5. NAS upgrade at Police station

- 5.5.1. Very cost-effective solution of \$4500 for NAS solution from Synology Rackstation RS3618xs.
- 5.5.2. Has been setup and is operational.

- 5.5.3. Supports POE video cameras at the station.
- 5.5.4. Axis Camera software package to backup and categorize the video recordings.
- 5.6. Town Website improvements / possible redesign**
 - 5.6.1. Current web site style is six years old and in need of an update/modernization.
 - 5.6.2. A resident on an internship has offered services. Thinking of a brown & blue scheme.
 - 5.6.3. Civic Plus is the vendor who provided the last upgrade.
 - 5.6.4. In addition, we have a dozen town social sites that are required by law to be backed up as this is public record.
 - 5.6.5. Archive Social (company) has a small product being quoted as a solution.
- 5.7. Elect new chairperson IST**
 - 5.7.1. The committee has full membership, and this is a good time for me (Doug Sawyer) to step down as chairperson so that I can better manage my personal affairs. I have enjoyed working with Martin and the committee over many years. I wish you all the best as you move forward.
 - 5.7.2. You will need to elect a new chairperson and I suggest you try to get this done as soon as possible.
 - 5.7.3. I have suggested the next meeting the 3rd week of September. I usually check the town website calendar to identify a night with an open conference room.

6. Old Business - None

7. Next Meeting Date – Week of 9/23 <tdb>

8. Adjourn Meeting

- 8.1. Meeting adjourned at 7:56 PM ET**