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**Informational Technology Advisory Committee  
ITAC - Rehoboth, MA**

Meeting Minutes – February 25, 2016

COA – Senior Center – 55 Bay State Road, Rehoboth, MA 02769

Attendees: Jim Muri, Derek Rousseau, Mark Welzel, Peter Beerman, Anna LeSueur, and Laura Schwall Guests: Town Administrator - Helen Dennen for Ricoh Copier Discussion and IT Committee Liaison Gerry Schwall for the meeting discussion.

Meeting came to order @ 7:33 p.m.

**Police Software Cell Phone Scanner Wrap-up** – Selectmen approved and we are waiting to hear about the software installation.

**Town Clerk Document Scanning and Indexing Software Update** - Regarding the scanning software, Peter asked if we looked into non-profit technology solutions or renting software from organizations like TechSoup. The matter will be looked into further for next meeting.

Anna said Mike Deignan has a few Win 7 boxes and monitors available for donation. She will see if he will donate one for use as the town's scanning computer. The current computer is still running Windows XP and cannot be put on the server. Once we have an updated computer, we will be able to set it up on network for proper backup. Currently we are backing up on a 500gb Western Digital External USB Hard Drive. Once computer hardware is upgraded, we can hook up to network and back up.

\*\*\* A motion was made by Mark to recommend a warrant article be placed for the laserfische scanning software. Estimated cost of \$1,500. The motion was seconded by Derek and voted unanimously.

Laura is to contact General Code/Laserfische – to determine what the original quote includes with the basic installation: \$1,500 Avante + 500 snapshot & e-mail + support \$400 Install & training. Laura to also get an updated quote for a vote at the next IT meeting.

**Town Clerk Video Monitor for Display of Public Notices** – To give the town 24/7 accesses to the meeting postings, Laura would like to set up a computer by the front window at the COA for residents to view (under the protected awning, out of the elements) rather than the paper posted notices at Town Hall. The COA is centrally located and a safer location for residents to view the notices. Town hall is dark and off the road. COA – on route 118 with high visibility by passersby. It was suggested that a large 40/42 inch Video Monitor and software be requested at the upcoming town meeting to allow for rotating agendas through the website RSS feeder; an expenditure of approximately \$1,000. For the next meeting, Mark – will be working on a scrolling feed idea and Derek will work on the RSS feed. At the next meeting we will determine the best approach for this project.



## **Town Clerk Video Monitor for Display of Public Notices** (continued)

\*\*\* A motion made by Mark to submit a warrant article to appropriate \$1,500 for the purpose of video display and hardware to drive video display for public notices. The motion was seconded by Jim Muri – all approved. Additional Follow up Mark & Derek as mentioned above.

Laura to check with the State regarding mandated requirements of Open Meeting Law Meeting Postings. i.e. posting location other than town hall? power outage ? screen goes black? Binder + Website only OK, etc.

**Ricoh Copier Support** – Town Administrator Helen Dennen requested the IT Committee opine on the \$300 extended support contract for the Ricoh copier. Evidently there were 10 software licenses that came with the old Ricoh copier that were never installed on computers at town hall. The software is similar to Adobe software where documents could be merged into one document (i.e. excel and word documents combined). The Committee asked Helen for her opinion. Updates – license renewal – 10 licenses – user support. \$255/month amount reduced because we are not using licenses. Mark will call and follow up with Helen and discuss at the next meeting.

\*\*\* A motion was made by Jim Muri that unless there is a reason to extend the licenses– we will not renew. Mark and Helen will determine if there is a value to extending the software contract. If not we will not renew- Derek seconded – vote of the committee was unanimous.

**Roll of IT Committee** – we need to work with the Selectmen to find out what our exact role is. We need to develop a policy or procedure to put into place. (i.e. Police – software cell phone scanner). Initially we were suppose to be an Advisory Committee to help the town make their IT decisions. However, it now appears committee members are being summoned when the town needs a technology issue solved. Anna – suggests the IT Committee keeps track of the hours they put into helping the town. It will help with getting the IT Committee's role codified – recommend the IT committee write the draft of the policy/procedure. Anna volunteered to take an initial start with the policy/procedure with the help of the committee members. The committee's stance is that we are to advise the town in all IT matters.

Laura to bring up at Department Head Meeting to see what they need with or are expecting the IT committee to do.

\*\*\* A Motion was made by Jim to have Anna draft a policy statement on who we are and what our role is. Anna will utilize each of us to add content. The motion was seconded by Derek and voted unanimously by the committee.

Selectman Schwall – stated he believes that all software / hardware / compatibility / legacy costs / security – anything computer related – must go through the IT Committee. Nothing “technology wise” gets purchased unless it comes before the IT Committee first and then the Selectmen.

**Town Hall Security** – After putting antivirus software on police computers, we now need to secure all town computers. Fire, Building, Highway, COA, and Town Offices (40 Work stations – estimated). We need to purchase E-mail and workstation monitoring.



### **Town Hall Security (continued)**

Derek asked if we purchase – who installs? Do we hire CMIT to push out to each workstation? We could see if CMIT is willing to do a one-time install. Someone will need to contact CMIT to see what would it cost for the antivirus licenses and to install antivirus software. License should cost approximately \$25/workstation. With Malware an additional \$15 . Derek said he will reach out to Bob at CMIT and get a quote.

\*\*\*Mark motion that Derek will contact Bob at CMIT to get a quote on 40+ licenses of antivirus software for the town. Peter seconded the motion and the committee voted unanimously to approve.

**Town Network** - Close up loop on all rogue machines (building and one highway). Discussion to continue at next meetings.

**Police Workstations** – There needs to be a security policy discussion. CMIT and/or Derek to implement a security policy for the Police.

\*\*\* A Motion was made by Mark to get a “copy of the current town IT computer policy” and bring the police computer policies in line with the town. We want the police computers to have all the security the town computers do. The level of security in town needs to be applied universally. We will review policy at our next meeting and run our ideas past the Selectmen. The motion was seconded by Derek and the committee voted unanimously to approve.

Gerry will get the current town computer policy to the committee for the next meeting.

**Police Laptops – Wireless Security** - We need to have a representative from the Police Department to find out where we are with the IT upgrades and what still needs to be done. We also need to find out from CMIT what they believe was done and needs to be completed.

The committee also feels that we need to seize all “admin” access in the Police building.

Prior to Derek’s honeymoon he was worked with the Police to get high speed lines for the State CEEGIS query system. They were going over a dial up connection – switched IP address and are now on a high-speed line. It was recommend a representative from Police Department attend our next meeting and contact CMIT to confirm what was actually done in Derek’s absence.

As a FYI, CMIT was horrified that laptops in cars had no passwords or the password was 0000.

Two issues will need to be discussed at our next meeting: laptops and wifi .

Peter – suggested we think about getting a PEN Test.

**Proposed Agenda Items for next meeting:** Review Current IT Policy; Technology Plan – 1 -3 – 5 Year Plan; Antivirus for Town Computers; Police Security; Video Monitoring – Scanning.

The committee voted to hold their next IT Committee meeting on March 10<sup>th</sup> - COA @ 7:00 p.m. Laura will check availability and post the meeting.

There being no further business, a **motion to adjourn** was made by Mark and Derek seconded the motion. The committee voted unanimously to adjourn at 9:32 p.m.

Respectfully submitted,



Laura L. Schwall

Meeting Minutes Approved (date and time):

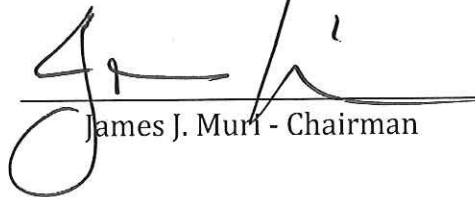
Date:

3/31/12

Time:

7:35

Signature of IT Committee Chairman after minutes have been approved:



James J. Murr - Chairman