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Informational Technology Advisory Committee

ITAC - Rehoboth, MA

Meeting Minutes – January 25, 2017

LaCollina, Hillside Country Club – 82 Hillside Avenue, Rehoboth, MA 02769

Attendees: Jim Muri, Derek Rousseau, Peter Beerman, Jake Kramer, Anna Deignan and Laura Schwall

Guest: William Costa – Maps Committee and Mike Deignan – Finance Committee

Meeting came to order @ 7:25 p.m.

Take items out of order:

GIS Mapping Program – Bill Costa – Chairman of the Mapping Committee told the group that he was asked by the Selectmen to look at how maps could be infused into the business of the town. Water Commissioner Ted Ballard told Mapping Committee that he had a quote for software to handle this task. Ted also offered them the opportunity to go to Roger Williams and see how the students were plotting the wells of Rehoboth using the software Ted had a quote for. The software works with Google Maps. Roger Williams will not release the well data to the Town unless we have a license to use the software. Roger Williams is setting up the well data mapping project free of charge.

Bill shared the two maps that were created by the students using the ESRI software which depicts the well locations and depth in the first map and the second map shows well location and output. We currently have 4,000 wells in town; however, the maps only represent 1,200 wells that we currently have data on. We need to find older reports to record the majority of the well data filed years ago.

Mr. Costa told the committee that Roger Williams wants to know what the new semester of students should be working on. Ted would like a study done with the current aquifer and determine where the pervious rock is. Bill Costa would like to have a technical person to help the town understand the software.

Bill would also like to see the future use of the ESRI software to make a GIS map that could be posted on our website, with different layers of the map that can be turned on or off depending on what the researcher/resident is looking for.

Jim asked if you can pull “auto-cad” information into this current software. Bill said platforms are similar – however, he does not know if the auto-cad system could produce a GIS picture

that could be layered on top of the other maps on the ESRI software, which the Water Commission and Maps Committee are looking into. Jim would like to see a layer for subdivision layouts – Planning Board and Conservation Commission would like to see wetland delineations.

Bill said the Highway Department could use this software to add culverts, drains, road lengths/widths, etc. that would be helpful to not only Highway, but all town residents.

What Bill is trying to do on the Maps Committee is to assemble enough information to determine the magnitude of a project that will be useful for the town. He is looking for what types of maps will benefit the town. Bill would like to have a centralized GIS database where all departments could input the data from their department to be combined with other layers/data on a master map.

Derek would like to have the Maps Committee give their blessing on the software prior to the committee voting. The committee needs to know that “this is going to be the software program the town plans to stand behind and use for all our projects”.

Peter and Derek both stated that we would need new hardware to handle this program. Our current servers could not handle a project of this size. With GIS mapping software you need the best processing speed and a large monitor to be able to handle this type of program.

Derek's questions:

1. Has the Maps Committee agreed on ESRI as the software they will be using for their vision? No – they are only an advisory committee. They look to the IT, Water Commission and BOS to make that decision.
2. Who do you envision inputting the data on behalf of the Town? Bill said the Board of Health Clerk. The Committee stated the current BOH Clerk would not be able to handle that task. The Committee stated that right now, that task could be outsourced to an engineering firm.

Jim stated the IT's responsibility is to determine:

1. Is it compatible with our existing IT infrastructure?
2. Is it something that we can integrate with our existing software, hardware, infrastructure.

We are only an advisory committee as well. We cannot weigh in on whether it is beneficial for the Water Commission, Conservation, etc., those committees would need to be consulted.

Jim stated that Roger Williams will not give us the well data unless we purchase a software license at \$1,236.00.

We can't move forward unless we find out more information about the licensing requirements. Derek mentioned there is a free viewing license on the ESRI website. Jim suggests we sit down with Roger Williams and ESRI to see what is necessary and what are the basics that we have to purchase in order to use and to get the data to work. The \$1,236.00 has not been budgeted for and we need to learn what is the minimum requirements of the hardware to process the program before moving forward.

Derek asked . . . Could we outsource this information to an engineering firm that would provide us the data once a year since we cannot currently afford the hardware to run this program?

Derek suggested going back to the Board of Selectmen and determine if there is grant funding available.

Jim suggested we set up a meeting with Roger Williams with all interested parties to ask the questions and have our concerns answered. It sounds like the Mapping Committee likes using the ESRI software as our base. Derek and Jim believe it is a good software program, the vendor is reliable, and the software seems somewhat flexible. However, we don't know how flexible it will be as a GIS mapping program. We do not have the capability to assess that feature.

Action Items –

Jim will schedule a meeting with Dr. Jack Hermance – and schedule a meeting with department heads, map committee members, and Roger Williams for a Q&A session to clear all inquiries. Bill Costa said that Dr. Mark Brinkley – Roger Williams University should also be invited as he is the one that is running the student program.

Derek is going to call ESRI regarding the “Free License” and look at alternative options i.e. 2 or 3 user license.

Discussion with Bill Costa ended at 8:39 p.m.

Highway Department Software/Workstation – Derek checked into adding another user to the current Mechanic Software. Mike Costello will evaluate current software and determine for future use.

Time Cards – Cheryl Gouveia, Treasurer/Tax Collector will be working with Mike on this feature. As a result, both items will be tabled until Mike brings up at a future IT meeting.

ACTION ITEM – Derek or Jim will follow up with Mike Costello to confirm items can be tabled.

Peter Beerman's Copier – Town Administrator would not allow the copier to come into the building. Still on the Vehicle at Highway.

ACTION ITEM – Derek to follow up with Helen to make copier available for use.

Antivirus Software – Town Computers – Police have antivirus, town hall does not. Police are using WebRoot. Town Hall has Security Essentials. Sophos is the leading freeware available. Intercept X by Sophos – Ransomware was an add-on at almost the same price as the initial license \$70/workstation. Per workstation commercial volume 3/year \$70/workstation. Sophos government = \$58/3-year license. Not counting police we have 42 workstations = between \$2,000-\$3,000 for virus protection for the remaining town offices. It appears from an online search the government is \$28/work station for a 1 year license \$48 for a commercial one year license.

ACTION ITEM – Derek will get a clarification to make sure we are getting the best “government” rate. Then we will take it forward.

MOTION: Peter made the motion that if the software does not exceed \$60/3-year license Derek can go ahead and bring before the Town Administrator to spend the budgeted Selectmen's accounts for the Anti-Virus software. Laura seconded and the committee voted unanimously to approve.

Adobe PDF Software – Selectmen's Office – has access and may need training. This matter is now closed.

Police Security – Derek and Jim asked CMIT to give update on police security. All workstations are being managed by CMIT – have enforcement of password resets and no one has ADMIN access but Sgt. Todd. Derek asked if we are leaving Sgt. Todd as an ADMIN? Jim said there is some specialized police software that would be helpful if he had access. It was suggested that the Domain Admin would be Mark Welzel, Sgt. Todd & CMIT.

ACTION ITEM: CMIT added Sgt.Todd_Admin account to the domains as an ADMIN and remove his Sgt. Todd admin account as a regular user account. This way he does not log into an ADMIN account at all times, only when he needs to have access by logging on to Sgt.Todd_Admin.

Town Clerk – Public Monitor – Posting Notices – deferred to next meeting.

Facebook Access – Veterans Agent: Outreach to Veterans through the Veteran's Facebook account. There are 740 Veterans that Jake can reach out to through Facebook. Permission on a "Roles and Responsibilities" exception can be made through CMIT.

MOTION – Contingent upon Town Administrator approval, Peter made the motion to recommend approval for the Veterans Agent to have access to Facebook with a maximum conversion charge of not more than \$50. Derek seconded – Voted unanimously.

ACTION ITEM – Peter suggested we get all the sonic word passwords from CMIT .

Agenda Next Meeting – Anna looking into some password vaults.

Inventory: Derek will set up a Spiceworks inventory server, which is a free application that can scan the network. Peter recommended that we use this software to collect our current inventory of software and hardware spec. He said the software will collect a lot of detail from the machines.

Minutes – Derek made the motion to approve minutes with the few edits noted. Anna seconded and voted unanimously as approved.

Budget Preparation – If the Board approves, Jim and Derek will review budgets and present recommendations at next meeting. Derek & Peter will prepare a budget to submit to Helen and we will edit at our next meeting.

Public Records Database – Derek will work with Laura to have an answer for the February Department Head Meeting. He will look to see if we can have some type of web database in the future.

New Server Replacement - Derek to work with Peter and anyone else who would like to help.

Licensing and Permitting System - Derek made a list of what vendors other towns are using and will contact the companies for more detail - features and cost.

Role of the IT Committee - Policies - Anna to meet with Jim, Derek and Peter regarding the policies and then Laura to discuss the legal/town requirements that need to be incorporated. Laura will check with the Clerk's Network to see what other towns have available.

Computer Use Policy - Incident Response Plan - Data Security - Logical Security - Password Policy - Backup and Restore Policy +++. We need to schedule time to develop.

In addition, we could develop a list of forms and tools that are useful to town employees. Another suggestion is an inventory of applications and/or critical applications worksheet. Network map that Derek and Peter are working on will be incorporated.

Currently the IT Computer Use Policy is incorporated in the Personnel Policy - when employees sign the Personnel Policy they are agreeing to the IT CUP policy.

Drop Box - Box - Google Docs - Do we want to do something like that? Anna can share her Drop Box access and share with the members.

Technology Plan 1-3-5 - Inventory - Derek; Laura - Needs Assessment - presented at two department head meetings - no response.

Next Meeting - February 22nd - LaCollina 7:15 p.m.

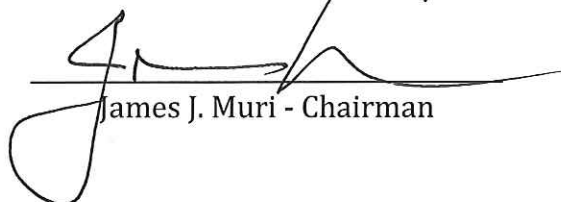
Motion to adjourn: Derek made the motion to adjourn - Peter seconded. Voted unanimously @ 10:35 p.m.

Respectfully submitted,


Laura L. Schwall

Meeting Minutes Approved (date and time): Date: March 28, 2017 Time: 8:14 PM

Signature of IT Committee Chairman after minutes have been approved:


James J. Muri - Chairman