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

Meeting Minutes – March 10, 2016

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

Attendees: Jim Muri, Derek Rousseau, Peter Beerman, Anna LeSueur, and Laura Schwall
Guests: Finance Committee Chairman – Michael Deignan.

Meeting came to order @ 7:08 p.m.

Review Current IT Policy – Mark Welzel, Jim Muri, Bill Saunders, and Linda Greaves were the first members of the IT committee when the current policy was reviewed. A corporate policy, which was borrowed from CMIT, was altered for the Town of Rehoboth. Anna suggested the policy be more user friendly rather than the “legal – corporate” policy we currently have.

It was decided that we redlined the current policy for review at our next meeting.

Anna also suggested we add a Password Addendum to current policy.

Derek suggested we mimic the standard rules on a DNS server: Require Caps and Lower Case Numeric and Symbol. “Microsoft complexity standards”. We need to also decide if we want to enforce a screen lock policy.

In addition to the above suggestions, it was also recommended we have a social media policy.

Peter asked if we have any filters set up re-social media. Derek said the town has a sonic wall with content filter enabled. Currently everyone at town hall is locked out of Facebook; however, Mike Tyler (Highway Supervisor) was asked by the Selectmen to set up a Facebook page for Highway to alert individuals on Facebook of current road conditions in Rehoboth. Since CMIT blocked Facebook, Mike can no longer update his page. Derek mentioned that certain individuals could be approved for Access to Facebook Page i.e. for Highway Use only.

Laura was asked to check the e-mail retention schedule and what has to be saved for how long. Currently we are paying \$9/user/month for our e-mail accounts.

Anna – suggestion – revision history should be added with a Revision Date

To Do – Create a Social Media - Password and Email/Archive Policy. Tablet Policy?– We will review with the Selectmen, Town Counsel and possibly Personnel Board. Anna will draft a Tablet Policy and a Simple Access Policy with a glossary with technological terms.

Homework – mark up current policy and Anna – to draft social media and mobile device/tablet policy Derek – to draft e-mail and password.

Technology Plan 1-3-5 ~ Peter - General technology plan. (1) assess where the town is / what is the infrastructure. Have you documented your network do you have a network diagram (Anna – first meeting with clients) see what they need or are missing. Peter said you can do a server inventory to see what equipment is accessing the server through “spice works”.

Action Item: Peter and Derek to work together to do a network communication inventory and network diagram. Jim will touch base with Helen to keep the technology inventory in all departments – excel spreadsheet module.

Inventory of Town Hall: Jim has inventories of hardware. It was suggested that CMIT go through and do physical tagging of all town technology equipment.

If we get the inventory tagging done first then we can assess the current status of the town. Interviewing Department Heads is the second step to see what town employees need help with.

Jim suggested we get an inventory, then we can go to a department head meeting and have an informational session where the department heads could present any changes they would like to see, what needs are being unfulfilled, and what they would like to be fulfilled in the future.

Peter suggested we give the appearance of more accessibility by maybe offering online scheduling and revamping the infrastructure. We should send out a survey – distributed to find out what the department heads need. It was decided we have a separate meeting dedicated to developing the survey.

Anti virus software – town computers. WebRoot + Malware paying for licensing and monitoring for each computer will cost around \$500 to license all town computers with Sophos, McAfee, or Norton. Peter and Anna suggest Sophos.

The question was raised “should we have a dedicated IT person for the town?”. It was decided that we are not there yet – we can’t justify the cost to the town.

Security Policy – Physical security – Anna suggested Derek get a copy of our e-mail back up “SOC2” reports. Peter suggested we run a file and share security.

Kiosk for Town Hall – electronic bulletin boards. Jim to ask a friend of his and inquire .

Scanner Software: It was discussed placing on the 5/9/16 special town meeting warrant a capital item placeholder or annual town meeting placeholder. It was suggested a supplemental appropriation article for software and training on the special town meeting warrant.

Motion – Derek \$6,500 Selectmen/Fincom choice where to place an article on the warrant – Peter seconded. Committee voted unanimously to approve.

Mike Deignan, Chairman of the Finance Committee (Fincom) was at our meeting and said he would recommend a Reserve Fund Transfer for the \$6,500. He said there are funds available.

After further discussion, the overall recommendation from the IT Committee is to recommend approval for the Reserve Fund Transfer. Derek made the motion to support a RFT being submitted by the Town Clerk in the amount of \$6,500 for scanning software. Jim stated that the committee finds the attached software and services meet the needs of the town. Peter seconded – all committee members voted in favor.

Laura will submit a RFT for \$6,500 on March 11th and inform the Board of Selectmen of the IT Committee's suggestion at the next Selectman's Meeting.

Role of IT Committee – submitted by Anna – We should consider looping the IT policy into the summary. Procurement – not everyone falls under selectmen review, i.e. elected officials/boards; therefore, we will need to draft a procedure regarding future technology procurement. All technology procurements should go through the IT Committee.

Jim will draft something to send to Helen outlining the way we would like to see purchases of IT equipment and software.

Anna – how can we expand upon our purpose? Jim suggested that Anna send out her initial draft and we can redline it for the next meeting.

Other Business:

- RIOCH Copier Licenses vs. Adobe discussion. The committee felt the RIOCH copier software is outdated – waste of time to install; therefore we should buy Adobe licenses if we need it. The committee feels Helen has three Adobe – client license? We need to find where the 3rd license is.
- Talent Bank form – Jim to write a letter – committee is full.

Tabled review of the February 25th minutes until next meeting when everyone has time to read the paper copies Laura handed out. There being no further business to discuss, Derek made the motion to adjourn and Peter seconded. The IT members all voted unanimously to adjourn - meeting adjourned at 9:20 p.m.

Respectfully submitted,

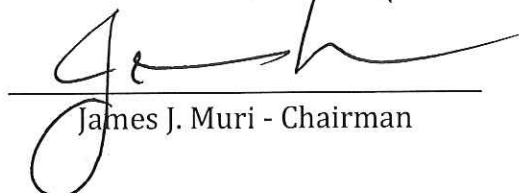


Laura L. Schwall

Meeting Minutes Approved (date and time): Date:

June 30, '16 Time: 8:45 PM

Signature of IT Committee Chairman after minutes have been approved:



James J. Muri - Chairman