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

Meeting Minutes – November 30, 2016

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

Attendees: Jim Muri, Derek Rousseau, Peter Beerman, Jake Kramer, and Laura Schwall Guest: Mike Costello – Highway Supervisor

Meeting came to order @ 7:34 p.m.

Next meeting @ Hillside - LaCollita.

Introduction of Veterans Agent – Jake Kramer to IT Committee

Committee Expanding Voting Members – Discussion of a quorum seems to be an issue.

Motion: To ask the Selectmen to appoint Jake Kramer as additional non-voting member to the IT Committee. Peter Seconded – Voted Unanimously by the Committee.

Highway Department – Introduction of Mike Costello – Highway Superintendent. Derek has been helpful in setting up the laptop files and getting Mike on the network. There were several password locked Excel files that Mike was unable to access. Helen is sending an e-mail or calling Mike Tyler to get password. Mike Costello would like to keep his laptop but would like the functionality of a desktop. It was suggested we consider a docking station would be one option. Option 2: Purchase a desktop. Option 3 – External monitor and keyboard. Derek suggested not going with the docking station because laptop is on its last legs and most likely the docking station will not be compatible with the new laptop.

Budget Discussion – Possible suggestions were:

Vision Server \$6,000
AV Software \$3,000 – Sophos + Installation
Mapping Software

Jim to Mike – may have to deal with the current plugging in of monitor, mouse, keyboard and unplugging at the end of the day for a year.

Request of Highway Supervisor: Mike Costello said the Mechanic has a software program, where the mechanic can log into a spread sheet and record data of the vehicles that came in for repair. Mechanic logs in what was purchased and repaired on the vehicle. It was requested that

Mike Costello be able to gain access to that data. Derek will swing by to check if it is Excel and they can do a network share. If not, we will see if we can get an additional license. Mechanic can also export a summary report and give to Mike to share with the Selectmen. Mike will check into the type of software and let Derek know. Derek will see if there is more than one user license available for the current software program.

Mike is the only department with a punch in unit for timesheets. He would like that to be automated. Derek said it is already wired for, but needs a \$1,400 time clock. The only issue is with the overtime rules for the snowplow season. Mike and Derek will collaborate and come up with a proposal for our next meeting.

Update on Copier Peter Beerman is donating – just waiting for someone to pick it up. We have a gentleman who has a lift gate (Mike Costello – Highway Supervisor) who can transport to Town Hall. Set for Tuesday, December 6th (morning) for pick up at Peter's office on Manton Avenue, Providence, RI.

Review of Current IT Policy – Table for Anna's return.

Technology Plan 1.3.5 Year Plan – Peter waiting for visions, needs, and inventory. Action item – Jim Muri – Inventory through Helen. At the upcoming Department Head Meetings, Laura will see if Department Heads could supply the IT Committee with a list as to hardware/software that they would like procured or added within the next 5-years. Department Heads will also be asked what their vision is for the future and if they have any immediate technology needs.

Homework for all of us: Draft recommended language for needs and vision for the next meeting. Ask Department heads – needs, vision, and thoughts of what the IT Committee should be. Think of tasks Department Heads do that they touch more than once. What can be automated and save them time?

Anti-Virus Software – Town Computers – Derek will get a firm quote for AV software and see what it will be to install. Derek will check options for installation. Derek will research for next meeting.

Adobe PDF Software – Selectmen's Office – Derek will check with Kelly and finish the install. 90% complete as of today.

Police Security – Action item – Jim to talk with Chief Trombetta regarding admin access rights to police personnel and that the system will be locked down for security. Derek will call CMIT to see if they have locked down their network and workstations.

Town Clerk Video Monitor for Display of Public Notices – Derek finished upgrades at the studio. We should be able to display meeting date – title – time and location. We will work on agendas later. Derek will set up demo at his office and see if there is a way he can put another unit at the annex/studio and broadcast to the COA and Town Hall. We will look at other options going forward.

Scanning Equipment Update – Awesome, awesome, awesome – installed – trained – scanning. Laura to check with Mr. Witter to see if he has access to the roller parts.

Role of IT Committee – Jim suggested we roll this into Agenda Item #6. Work in progress.

Acceptance of previous meeting minutes – Motion to accept meeting minutes from May 12, 2016 and June 30, 2016 – Peter made the motion – Derek seconded. Unanimously voted to approve. Jim signed and Laura will file with the Town Clerk's office.

Any other business – Vision "Assessors" server is due for replacement. It is a donated piece of equipment.

Highway Maps software – Mike Costello, Jim, Peter, and Derek will discuss and report at next meeting.

Water & Mapping Committee Software - Peter suggests looking into other software that does statistical in addition to mapping. He can put Jim in contact with people who are knowledgeable in this area. Derek suggests we outsource this function. He said the downside to the ESRI software is it comes with only one license, the software cannot be shared with workstations. It was also asked who is going to use and update the database? Mass GIS through Vision gets the updated maps from the Assessors information updated on the state's GIS software periodically. The committee feels we should have the Water Commission come in and discuss the software with the committee.

Vision – Coming up with options. Derek will work with Peter on this.


Permitting Software Company – so many permits are issued within the town and there is no way to track. The permits software is not that expensive. Derek will look further into this option and report back to the committee.

Building Maintenance Software Suggestions – Tracking items to be repaired. Spice Works was suggested by Peter. Spice Works software is free – web based – can access from anywhere. Jim's company uses Maximal, which is too complex for what we need.

Jim scheduled the 28th of December for our next meeting to be held at Hillside @ 7:00 p.m.

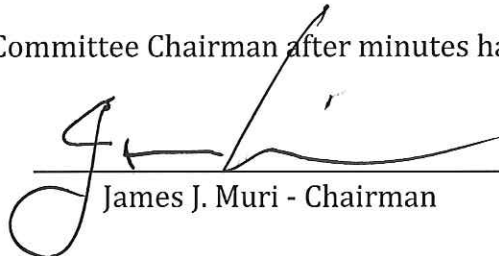
Motion to adjourn: Derek made the motion to adjourn–Peter seconded. Voted unanimously @ 9:55 .

Respectfully submitted,


Laura L. Schwall

Meeting Minutes Approved (date and time): Date: 1/25/17 Time: 10:00 PM

Signature of IT Committee Chairman after minutes have been approved:


James J. Muri - Chairman