

Information Technology Study Committee
Meeting Minutes
October 4, 2018
Hanover High School
Small Conference Room

PRESENT: Bill Hartigan, Brian Ciccolo, Don White, Dr. Thomas Raab, Lincoln Heineman, Carol Rodday

Meeting called to order at 4pm by Thomas Raab

Conversation needs to be started re: FY20 budget. Tom Raab explained the town budget planning process has changed this year. In the past articles have been presented in the spring after submission of the operating budget. For FY20 budget the articles will be presented to Advisory Committee first. Bill Hartigan will put presentation together and he and Tom Raab will present to the Advisory committee October 24. Tech Committee will meet on Thursday, October 18 to prepare. Next step will be to explain priorities and develop FY20 budget by end of December, presenting to School committee in early January, then move to town.

Softrite software:

Lincoln Heineman gave info regarding software: In the past there have been 3 major municipal software programs

Softrite has been in use by town of Hanover since 2012. Softrite has been bought out by a California company which has better support for the software than in the past.

Vadar is a similar software program which is less expensive.

Munis is more expensive but has more capabilities.

Softrite does what we need it to do at this time but has limitations for reporting. There is no threat of support going away.

Tom Raab feels Softrite has stabilized. He gets through and is able to download information into Excel spreadsheets easily.

Retraining with new software company is expensive and time consuming. Relook at software again in a few years, needs some attention but no crisis at this time. One point is we should have copy of our Softrite database.

Security: Intrusion test should be done to see how secure we are. All town buildings will be on one server rather than points of entry at all locations throughout town. Easier for Bill to manage one server location than multiple locations. New server for town is at Center School. High School server room is now too small for all equipment involved. There are firewalls in all buildings now. We should have intranet within the town before going out to the internet.

Cabling buildings Cable backup network with microwave connections in case of loss of power. It would be lower speed connection but devices could be used.

Possible projects:

- WiFi upgrade project-Last 5 years 350 iPads and approximately 1000 Chromebooks marginally increased wifi coverage. They can make it through but not without issues. Need to increase wifi coverage in buildings for this to get better.
- HHS, HMS and Cedar need to increase access points. Question was asked if Cedar needs this connectivity as it will be PreK-Grade 1 school starting September 2019. HHS and HMS are critical areas. Center is what the expectation should be. All schools should be brought to that level.
- All classrooms should have cable run for telephones as a security precaution. All assessment tools are online, all schools need accessibility to use these assessment tools.
- HPD and HFD need wifi updates as well.
- Move HMS and Cedar off Merlin telephones, move HHS off Avaya, move schools and HPD, HFD and all town departments on same VOIP telephone provider. We need new cable for this. Possibility of using South Shore VoTech students to run new cable?
- Need to add switches to support new telephones. HHS switches came when building was built (2010 switches) Cost to replace \$150K for upgrade switches. Could save some \$ if work is done by town employees. Can we utilize HHS and/or VoTech students at a cost savings?
- HMS and Cedar have same switches. Cable would be minimum cost, run fiber optic between closets. Identical equipment as Center can be installed. We need higher quality equipment at schools to support number of devices.
- HPD, HFD, Town Hall switches are fairly new, we have a few additional years before we need to replace.
- 2009 MacBooks and iMac are targeted for upgrade. Cost effective to replace 80% with Chromebooks.
- Windows Labs need to be replaced-60 total: 30 each at HMS and HHS.
- Discussion of 3 year leasing programs, new devices every 3 years. \$50K every year from operating budget to cover lease and purchasing chromebooks and eliminate MacBooks beginning with FY20 budget. There is 50K in FY19 budget but too early to put towards lease at this time. There would be no \$ remaining. Will look again Feb, March 2019 and maybe kick off lease to get started depending on funds.
- HHS biggest issue is engineering lab, not video lab. One school year away from significant failure.
- Move desktop to budget (leasing) so does not have to be a capital expenditure.
- Check interest rate for leasing vs buying

Almost reaching critical we need wifi, switches to support wifi, phones in classrooms, wifi and cabling would then be ready to do the VOIP conversion.

Priority #2

VOIP

Priority #3

Switches

Motion to adjourn meeting was made at 5:15 pm by Thomas Raab.

Motion was seconded by Brian Ciccolo

Respectfully submitted by:

Carol A. Rodday