

**Information Technology Study Committee  
Meeting Minutes  
December 12, 2019  
Hanover High School  
Small Conference Room**

**Present:** Dr. Thomas Raab, Donald White, Sunny Gleason, Bill Hartigan, Brian Ciccolo, Carol Rodday

Meeting was called to order at 4:30pm.

Minutes for the October 3, 2019 meeting were distributed. Motion to approve minutes was made by Tom Raab, seconded as amended by Brian Ciccolo. Voted unanimously to accept minutes with amendments.

Tom Raab explained the purpose of tonight's meeting is to walk through the documents used as the FY21 Preliminary Technology Budget.

First discussion centered around copiers:

- More cost efficient than printers
- Very few printers remaining in schools
- Due to kindergarten usage, Cedar asking for an additional color printer, will trade black and white copier for a color. Not adding additional copiers
- Center has additional copiers that moved over from Sylvester
- Town Hall is looking for a large format copier
- Some costs will change if lease changes but that information is not known yet.
- All copiers are multifunctional.

Software expenses are school-based programs, i.e. SchoolMessenger, SchoolSpring.

Brian Converse asked if the town uses SchoolMessenger or a different system for reverse 911 calls to residents. SchoolMessenger license has the ability to include town employees as well, but residents are contacted through the Hanover Police Red Alert Reverse 911 system, which is available through Plymouth County.

The town-side Contracted Services budget is approximately \$300K.

Chromebooks are in year 3 of a 3 year lease, Apple and HP (Windows) are both year 2 of a 3 year lease. All computer labs at HHS have been updated.

This will be the final year of telephone leases. We will own at that point and just have telephone service bill. The Avaya phone lease which includes COA, Library and DPW will go away.

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This preliminary budget will look differently on January 22 when presented to the school committee.

Tom Raab and Brian Ciccolo discussed the \$41K in HHS budget that includes digital textbooks. Tom explained that by law the instructional texts/software is connected to this account at the school level.

Brian Ciccolo asked about the \$7K for Security Audit and if we ever received the results of the free security audit that was completed. Bill Hartigan explained the auditors never sent the results and is not responding to Bill's requests. Bill had a meeting with new vendor 2 weeks ago. The new vendor will do an analysis for free to understand the scope of the environment.

Don White asked if we wanted to go the route of G5 technology would we have to replace all switches. Bill explained that there is not a need to replace all switches as it is wireless.

Tom Raab is expecting a 10% increase to technology but not the school budget. Technology will outpace the rest of the budget. Systemwide \$28.5K was deleted for next year but will be redistributed.

Sunny Gleason asked about Rackspace. Bill explained in March 2018 HPD and HFD email servers were internal and during a storm they could not use email. A rapid migration to Rackspace was made at that time. The town uses Rackspace. The schools use Google.

Sunny Gleason asked about Archive Social. Bill Hartigan explained that it is a new service that tracks social media pages and stores all public posts from our social media pages. If any controversy ever arises we have it for public record law. Bill Hartigan and Steve Ryerson receive a notification if questionable content is posted on our social media pages.

Sunny Gleason questioned if we carry insurance for leased equipment. Tom and Bill explained that it is mandatory and included in the cost of the leases. If we purchase Apple, we buy 3 year Apple Care plans. Chromebooks are self-repairs. Cost of new chromebook screen is approximately \$30.00. Insurance does not cover theft.

Tom Raab reported that on December 2 Joe Colangelo, Town Manager released another Capital Request list. Becoming clear if we have to save money as a town, you can defer Capital Requests. The laser cutter remained as a capital request, the van is removed. Technology cut the HHS camera costs to \$25K from \$50K and pushed the vape detectors out to FY22.

This committee will meet next on January 9, 2020 to finalize FY21 budget requests. The school committee will need final documents by Friday, January 17.

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Sunny Gleason asked about switch upgrades and \$13K in expenses for landlines. Bill explained he does not want to lease infrastructure. This amount is based on a prior estimate. Some of the landlines are fire department dedicated lines and cannot get folded into VOIP.

Don White discussed energy cost of technology.

Don White made a motion to adjourn the meeting at 5:45pm. All voted in favor of adjournment of meeting.

Next meeting January 9, 2019 at 4:00pm  
Hanover High School, Small Conference Room

Respectfully submitted,  
Carol A. Rodday

Documents Used:  
FY21 Technology Expenses Preliminary Budget  
Technology Expense History Rev. 12.12.19  
Town Manager's Proposed Capital Budget and 5-Year Plan