Information Technology Study Committee
Meeting Minutes
Hanover High School
December 14, 2017
Small Conference Room

Present: Brian Ciccolo; Patrick O'Brien; Thomas Raab; Don White; Bill Hartigan; Carol Rodday

Dr. Raab called the meeting to order at 4:00pm.

Approval of Minutes: The minutes of October 11, 2017 and November 16, 2017 meetings were distributed. Don White made a motion to accept minutes and was seconded by Patrick O'Brien. Committee voted unanimously to accept minutes.

Re: Stipend discussed at November 16 meeting Bill Hartigan looked at town employee contract clause: *$2000 to be added to base salary for technology purposes.* It is vague as to what it pertains to, to keep employees current with technology usage and how it pertains to their jobs. This is spent at their discretion. Don White felt this could impact Bill Hartigan if people use their own devices.

Don White has reached out to Selectman Brian Barthelmes with name of a person who may be interested in being 5th member of the committee.

Don White would like to have a meeting with the Board of Selectmen to make sure everyone is on the same page going into town meeting.

Tom Raab spoke with Acting Town Manager Tony Marino regarding $65K for server upgrades. Tony asked if committee request could be reduced to $45K if we retained some of the servers we have. Don White explained that article $ requests can not increase on town meeting floor more than 10%. He suggested we stick with the $65K request and see where we are at before town meeting. Advisory Committee has the option of reducing the request on town meeting floor, depending on the needs of other town departments. FY18 request was reduced by $30K at town meeting.

Bill Hartigan explained the tech budget is not all spent early in fiscal year. There is approximately $38K that may be spent by June 2018. He also explained that a back-up server this year would back up town hall and schools but not Hanover Police and Hanover Fire Departments. $20K-$40K for back up solution but it would probably be $35K or less.
Don White explained that you may carry over Capital Improvement funds to the next year but not funds from the Town Operating Budget. Keeping the $65K request was discussed. The $65K is not padded. It will be needed if we are not carrying over $20K.

Don White provided 2 diagrams:
1. The Way IT is
2. The Way We Need IT

Bill Hartigan is going to create a document which can be provided to townspeople to help better understand now (connects, goes out, then back in) and future (everything connects together). All will be on internet that goes through HHS and BIll Hartigan administers that. We will become our own internet provider. Patrick O'Brien will put into Visio.

Don White recommends putting in microwave links and build back up internet, then go to next level and put fiber in connecting building to building. Bill Hartigan will ask Comcast about stringing fiber or maybe give us a check towards stringing fiber. The cost of Fios in each school building is approximately $150-$200 per building per month.

Brian Ciccolo discussed adding hardware refresh which is usually capital improvement. $45K has been added to expense budget for FY19 which will now be at $100K. If we can roll $30K to FY19 in case it is cut from $65K to $45K.

Don White discussed budget process. Tom builds the budget. Board of Selectmen may make some adjustments to budget. Advisory Committee finalizes budget and may go up or down. Town does not receive Cherry Sheet or Chapter 90 funds figures from state until week prior to town meeting.

Patrick O'Brien presented draft of power point for Ad Comm presentation.

Bill Hartigan reported that Division of Homeland Security provides Penetration Test free to municipalities.
Data breach of Softrite program on our end would not be as bad as on their end. We don't host. Information on Softrite is public domain so not confidential. Brian Ciccolo is more concerned if a breach happened to Aspen. All student staff records, social security info, employee bank information, etc. would be breached. HHS, Town Hall, Hanover Police Dept., and Hanover Fire Dept. will have initial penetration tests.

Brian Ciccolo discussed the 5 computer labs at HHS and HMS that are 2009 or older. The 3 labs at HHS are specific to: (1) Engineering, Autodesk Suite, (2) Video Production, Adobe, (3) Computer Science. HMS labs are (1) Engineering lab Google SketchUp, and (2) Technology lab Video, Photoshop. There are approximately 30 computers in each of these labs. Approximate cost to replace each of these labs is $150K per lab. The elementary schools have general purpose labs. In the schools there are 183 (2006) iMacs that have been converted to work as chromebooks, several (2009) iMacs. The newest iMacs are from 2013. We would need $1M to replaced aged equipment and should upgrade by grade level starting with elementary working through HMS and HHS.

Tom Raab discussed Center School Building project and Technology Consultant whom he will be meeting with next week. Bill Hartigan explained that we receive 40% reimbursement from federal government through E Rate for purchases of firewalls, switches, and wireless access.

Tom Raab will speak with Tony Marino for future joint meeting with Board of Selectmen.

Motion to adjourn by Don White, seconded by Patrick O'Brien.

Meeting was adjourned at 5:15pm, 12/14/17
Next meeting 1/25/18, 4:00pm

Respectfully Submitted,

Carol A. Rodday