

Information Technology Study Committee  
Meeting Minutes  
February 1, 2018  
Hanover High School  
Small Conference Room

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

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

**Approval of Minutes:** The minutes of the December 14, 2017 meeting were distributed. Don White made a motion to accept minutes and was seconded by Patrick O'Brien. Committee voted unanimously to accept minutes.

Don White reported on status of 5th member to be selected to serve on this committee. He is still hoping a 5th member will be appointed and will check in with Ann Lee in Selectmen's Office. The Board of Selectmen are on same page as committee and have agreed to address server issues before evaluating software issues in town (Softrite, etc.). This committee may be extended to next year. To be determined at town meeting.

Tom Raab discussed that software could be FY20 concerns. Board of Selectmen were very supportive.

**Consolidated Server Annual Town Meeting Article Update:** Tom Raab and Bill Hartigan reported that the Center School project can now fund the \$65K rather than town meeting article. Per Dan Palotta the Center School Building project is so far ahead of budget, by several hundred thousand dollars. Because of this and Center School being centrally located in town an UPS is being installed at Center. If a generator is added to the infrastructure it could also be set up and utilized as a second town warming station in the case of emergencies. Having 2 shelters is a good reason to support the installation of a 2nd generator. Libby Corbo and building committee will be meeting in the next couple of weeks to discuss. Due to this we could either take the \$65K article off or redirect. We could float \$50-\$60K or cut back to \$40K and change from server to other upgrades.

**Network Backup and Security:** Bill Hartigan reported that he ordered from Unitrends cloud storage and received \$18K in hardware appliances for free. This virtualizes the server so if the server failed it would be able to run itself for a time. Town hall and school's servers have been moved to it, exploring moving HFD and HPD to it but he wants to test with a school server first. At this time MX Consulting can have HFD and HPD back up and running in 15 minutes.

Tom Raab reported there will be enough money in the budget by April so the \$30K left in this year's article can be rolled into next year.

Video storage was discussed. There are no legal requirements regarding storage of video recordings. Videos expire after 30 days. This is an internal policy. Don White asked if Town Counsel has signed off on this policy. Will be looked into.

**HMS and Cedar School Security Cameras:** Tom Raab reported this is a priority for Superintendent Ferron and the School Committee. Bob Murray proposed a \$150K article to the Advisory Board for added security cameras at HMS and Cedar School. Bill Hartigan provided a copy of the quote Bob received from BCM and an additional quote Bill received from FTG. The vendor for the Center School project (Signet) will be also contacted. There were discrepancies in the details of the 2 quotes for example: the number of cameras installed, locations of cameras, number of data closet locations, tv's included/not included.

Don White suggested going back to BCM for additional cameras and comparing to FTG. Bill Hartigan asked FTG for plans (map of building) to see location of cameras. Brian Ciccolo said BCM did not place a camera in HMS cafeteria. Did BCM do site visit?

Tom Raab asked next steps. Bill Hartigan wants to compare floor plans. He is confident FTG will tell us what we need and will come back and do a walkthrough. He has confidence in FTG specs.

Don White would like to see drones for HPD. HFD already has one drone in use. Bill Hartigan explained the dispatcher at Headquarters can view all 95 cameras throughout town hall and school properties. More info at next meeting.

**Managed Resources Discussion:** As of now we pay \$50K to MX Consulting which is lower than 4 years ago. Would like to pull away more. Brian Barthelmes would like an evaluation of this. Brian Ciccolo feels the cost to take response in house and add 1 FTE to Technology Department that would be available 24/7 is much higher than \$50K. Tech Dept. now is 4 FTE (Hartigan, Ryerson, Long, Nee). The FY19 budget has an additional \$75K FTE position as of now. 24/7 response is not needed for schools but it is required for HFD and HPD. Possibility of managed services on weekends? MX Consulting is on a yearly contract which expires/renews annually on June 30. We should keep this contract until we are sure we can handle any problems. Tests should be run before "cutting the cord" with MX.

Bill discussed HP Gear vs Extreme Gear for network access.

Colleen Smith has informed Bill Hartigan that attorneys are working on cable negotiation. Waiting on a quote from Comtrex. May be cheaper cost for every building to have their own fiber. Comcast and Verizon do not want to do the work but will give a bucket (refund) of money to install by private contractor such as Comtrex.

**Contracted Services:** Printers and copiers-we can purchase a block of hours from Ockers for other services as needed. As of now printers are serviced by Image Tech and copiers are serviced by either Toshiba or Konica/Minolta. Bill Hartigan could configure all equipment being installed at Center, but installation by Bill would take a very long time.

**3-5 Year Technology Plan:** Advisory Board/Town meeting would like to see a 2-3 year list of technology needs. Advisory Board will expect this at the March 21 meeting.

Bill Hartigan discussed the age of equipment in labs. Brian Ciccolo said this should not be an article, it should be out of operational budget as this would be a 3 year cycle. Articles should have a 5-7 year life expectancy. Patrick O'Brien would like to see a security program, SonicWall Logging. Don White asked what data are we securing and discussed replacing various software. For next meeting a bulleted list of items for the next 5 years will be developed.

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

Meeting was adjourned at 5:37pm.

Next meeting 3/1/18, 4:00pm

Respectfully submitted,

Carol A. Rodday