

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

**Present:** Thomas Raab; Brian Ciccolo; Bill Hartigan; Patrick O'Brien; Bob Murray; Brian Barthelmes; Carol Rodday

Dr. Raab called the meeting to order at 4:04pm.

**Approval of Minutes:** The minutes of the February 1, 2018 meeting were distributed. Brian Ciccolo made motion to accept minutes as amended and was seconded by Patrick O'Brien. Committee voted unanimously to accept minutes.

**Consolidated Server Annual Town Meeting Article Update:** Tom Raab reported that the \$65K Consolidated Server Article will be kept on the warrant for town meeting. The Advisory Board will not recommend funding this article at town meeting due to an alternate funding source. The consolidated server will be funded by the Center School Building project (alternate funding source). Bill Hartigan reported that any items funded by the Center School project has to "live" in that building (Center). Patrick O'Brien asked about UPS (Uninterrupted Power Supply). Bill Hartigan responded that UPS will be in Center School. In the event of power outage, the UPS acts as a battery power supply until the generator kicks on. It is anticipated that the Information Technology Study Committee will be extended next year at town meeting.

**Security Update:** Division of Homeland Security will run a Penetration Test for free on website to check network security. Advisory Board would like quarterly reports on security metrics. Patrick O'Brien discussed SonicWall Logging and SonicWall Analyzer for generating quarterly reports. There is a cost to purchase license. Bill Hartigan reported that Icinga monitoring system is free and reports status of IT health quarterly. Can we commit to quarterly reporting next year?

Bill will be ordering switches for Center School soon as the building will begin to be populated July 1, as it is ahead of schedule.

**Middle School and Cedar School Security Cameras:** Tom Raab reported that if \$150K article for security cameras at HMS and Cedar is will be on the warrant at town meeting. If approved, July 1 is target date for work to be started. Bill is waiting on quote and floor plan from FTG for Cedar. He hopes to have it by end of next week. It will be presented at March 22 meeting of this committee so it can be included in the March 28 presentation to Advisory Board.

**3-5 Year Technology Plan:** Bill Hartigan presented Power Point document (Technology-The Future) and spreadsheet (Town-Wide Technology Projects 3-5 Year Planning). He and Tom will update spreadsheet to show tasks completed and future timeframe for completion of outstanding tasks. Patrick O'Brien also volunteered to help with updating spreadsheet.

Bob Murray discussed Green Communities expectations of reducing town electricity usage by 20%. He asked about rationale of computers being shut down at night vs. putting to sleep. Bill explained that software updates are done during the night and if computers are shut down updates cannot take place until computer is powered up in the morning. This takes time away from computer usage/teaching while computers then update. Due to this the "shut down" option on computers have been disabled. Also by eliminating many smaller printers and having staff print to large copiers we are reducing the carbon footprint.

Bill has converted Hanover Fire Dept. from Toughbooks to tablets which has resulted in substantial savings.

Patrick O'Brien discussed ITIL (Information Technology Infrastructure Library)-best practices for effectively managing IT services.

Brian Ciccolo reported the average life of desktop computers = 6 years, laptops = 4 years, tablets (iPads) = 3 years. Funding \$50K every year for technology replacement/upgrades is better than asking for \$500K in one year.

Tom Raab reported that \$50K for technology has been added to the \$825K increase in the school budget for FY19.

**Town Website:** Bill Hartigan met with Board of Selectmen on Monday, February 26, 2018 and presented a prototype as to what the town website will look like. Brian Barthelmes discussed how social media is being used at this time to get information out to townspeople. He also felt that design of new town website should have happened prior to new school website as the school website is better designed. He supports streamlining the town website. Now to reach departments you end up on a different platform for each department and the departments don't always keep their pages current. It is not easy for the departments to work with. Possibility of IT committee to come back to Board of Selectmen and ask for additional funding in order to get town website up and running sooner. Tom Raab explained that Steve Ryerson input everything on the school website. Going forward the principals of each school will control all information on their school page. Bill Hartigan will get a cost asap to upgrade town website. Tom Raab explained that \$92,731 has been added to the Technology budget as all the town and schools telephone expenses have been taken over by the school budget. This is not an increase to the town as it has been transferred from other department budgets.

**Cable Access:** Cable Access is negotiating with new contract for town. There could be 2 plans:

- Plan A: Fiber installed in every town building
- Plan B: Fiber installed in central buildings in town (Center School, Town Hall, Library, HFD, HPD, Senior Center)

Comcast does not do install, provides bucket of money to be used for installation by private contractor. CAM has engaged an attorney and is receiving very good advice.

**Software:** Brian Barthelmes and Tom Raab discussed concerns over the status of Softrite and its life expectancy (2-3 years). Can the town live with that? Tom will discuss with town Finance Director Lincoln Heineman. Can it be addressed in FY20 budget? Also payroll software should be looked at and addressed. Current payroll software is inefficient.

Once new Town Manager is in place Brian would like to address a fleet management system. Bob Murray reported that School Dude may have a fleet management module. He will look into that option.

Meeting to adjourn made by Brian Ciccolo at 5:20 pm and seconded by Patrick O'Brien.

Next meeting Thursday, March 15, 2018 at 4:00pm.

Respectfully Submitted,

Carol A. Rodday