

**Information Technology Study Committee
Meeting Minutes
October 25, 2018
Hanover High School
Small Conference Room**

DRAFT

PRESENT: Dr. Thomas Raab, Bill Hartigan, Patrick O'Brien, Don White, Joe Colangelo, Lincoln Heineman, Sunny Gleason, Gavin Little-Gill, Carol Rodday

Meeting was called to order at 4:00pm by Thomas Raab.

Meeting minutes from March 1, 2018 were distributed and read. Motion to accept minutes was made by Patrick O'Brien, seconded by Don White. Don White abstained from voting. Meeting minutes from October 4, 2018 were distributed and read. Motion to accept minutes was made by Don White, seconded by Tom Raab. Patrick O'Brien abstained from voting

Purpose of meeting is to review all technology capital requests including HCTV. Committee needs to discuss and vote to direct Bill Hartigan to talk with Colleen Smith and HCTV regarding technology requests to make sure needs are in line with technology efficiencies and procurement. Every department's technology needs should be discussed with Bill.

Until a few years ago there was no consistency with department's technology requests to the Advisory Board. This committee was created to alleviate this.

Finance software update:

Lincoln Heineman explained that Sofrite is better than it was a few years ago. Tom Raab agreed and stated in the interest of being fiscally responsible the new finance software could be pushed out. Lincoln Heineman explained that it would be a large expense going with the "gold standard" software. We would be looking at several years implementation including the expense of one staff member to implement and training for employees. Lincoln would like to push out the eval for a couple of years. Bill Hartigan asked if we could do a shared model with other towns, making implementation less expensive. Don White suggested that MUNIS has capabilities that Hanover would never need and would require a large amount of training. Gavin Little-Gill suggested reaching out to other communities and sharing ideas about use of Sofrite. Lincoln Heineman is more concerned with the assessing software used by the Assessor's for evaluating all parcels in town. The last upgrade to VISION was 2004-2005. Will not be able to assess without newest upgrade at a cost of \$45,700. Upgrade will make software better and integrate with Sofrite. It is not considered an emergency but needs to be done at town meeting in May. Don White made a motion to endorse this software upgrade. Patrick O'Brien seconded. Passed unanimously.

Town Hall Tech Improvements:

Joe Colangelo is requesting \$50K spread over 5 years (\$10K per year) for improvements to town hall Department of Community Development and Municipal Inspections. He would like to create spaces for developers and others to meet with the ability to use modern technology to look at plans, use whiteboards and projectors, and smart tvs. This gives a professional appearance and the ability for a closer look by the conservation agent and town planner. Tom Raab suggested this be included in the operating budget rather than a capital request.

Security systems should be the same in all town buildings for monitoring purposes. Bill Hartigan will talk with Fire Chief Jeffrey Blanchard regarding security cameras at the Hanover Fire Dept.

Don White discussed where we stand on getting all town buildings fibered up. There should be a single point in and out of town to manage the internet connection. As of now we have 14. We have high speed fiber optic running through a single server at Center School. We can have microwave links as a backup at a reasonable cost. We can't move forward unless we can get fiber. Bill Hartigan explained that Comcast and Verizon no longer give free fiber, they now give a sum of money back. Don White feels we had major security problems all over town in the past. It is essential to get all town buildings connected.

Tom Raab and Bill Hartigan converted requests into the Capital Improvement Project Detail Sheets making distinction between Capital Improvements and Operating Budget.

3 year leases for labs and chromebooks so computers stay fresh would be from operating budget. Some desktops could go 5 years but 3 years is better for refresh for residual value. Leasing company can resell equipment after 3 years. Bill Hartigan has lease agreements for chromebooks and hardware and would like to get done before January 1 as best we can. He does not want to spend all funds in December, but wants to be fiscally conservative against price increases after January 1, 2019.

Discussion came up around insurance for equipment. Bill explained that he does purchase Applecare for Apple products but does not purchase insurance for chromebooks. The cost of chromebooks is much less than Apple products. He and his staff take care of chromebook issues which tend to be screen repairs. New screens cost \$40 and typically 8 are replaced in a year.

Year 1 Priority - WIFI

Wifi is needed for MCAS testing, which is a graduation requirement. Grades 3 and 4 will be sufficient at Center School. HHS and HMS needs wifi upgrade. Cedar may not need wifi upgrade at this time.

Telephones at Cedar and HMS need to be upgraded from outdated 1980 Merlin phones to VOIP. Biggest expense is running cables. All classroom at Cedar and HMS need telephones as a security upgrade. By upgrading Cedar and HMS to VOIP telephones, all town departments will be able to use 4 digit calling townwide. Emergency announcements may be made townwide. Next phase of VOIP would be to upgrade VOIP at town hall, HPD and HFD.

Cabling for schools would take place in July and August when school is not in session. Even if cabling stays dark for a while it will be in place for future projects. COA has old barely consumer grade wifi and they are looking to add a generator in the future. HPD and HFD need wifi upgrade and hardware upgrade.

There was discussion about adding and upgrading switches at HHS. Bill Hartigan stated that he purchases switches from Extreme Gear. Very aggressive for school pricing and 40% government erate that allows him to roll additional funds into other projects.

Sunny Gleason asked about power outage and telephones. Bill Hartigan stated that with no power calls would be able to go into cloud and can be rerouted through cloud to another building. He also explained that at Center School there is a generator and UPS. Tom Raab asked for any discussion on priorities?

Bill Hartigan wants to get to sustainable budget, no more capital requests.

Tom Raab called for a motion to accept the town school-wide technology requests. Don White made a motion to accept school town wide technology requests. Patrick O'Brien seconded the motion. Motion passed unanimously.

Don White made a motion to adjourn meeting. Patrick O'Brien seconded. Meeting was adjourned at 5:29pm.
Next meeting November 15, 2018

Respectfully submitted,

Carol A. Rodday