TOWN OF AYER
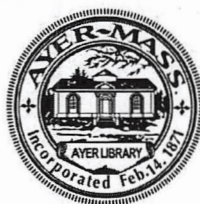### I.T. COMMITTEE MEETING
Meeting Minutes
Monday, November 23, 2015 4:00 PM
Ayer Town Hall

The IT Committee Meeting was called to order at 4:09PM and adjourned at 5:00PM. Three members were present: Cindy Knox, Robert Pontbriand, and Lt. Brian Gill. *No Quorum and no votes were taken.*

Security:

We reviewed the Portable Storage Devices Policy and the WISP (Written Information Security Policy) and made some changes to the Portable Storage Devices Policy. The Town will ban the use of unencrypted flash drives for usage within the Town's network. Employees and/or Board & Committee members who need this type of device will be issued a Town-owned encrypted flash drive. Pontbriand & Knox will present this to the Board of Selectmen at their Tuesday, December 1, 2015 meeting.

Discussion ensued regarding security in general and how the Town will tighten this up in 2016 in a variety of ways. This will be discussed in more detail at our next meeting.

Adjournment: 5:00 PM