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TOWN OF AYER
I.T. COMMITTEE MEETING
Meeting Minutes
Tuesday, September 19, 2017 4:00 PM
Ayer Town Hall

The IT Committee Meeting was called to order at 4:15pm and adjourned at 5:20pm. Four members were present: Cindy Knox, Robert Pontbriand, Lt. Brian Gill, and Capt. Paul Fillebrown. Guest was Alan Manoian, Director of Community & Economic Development. Quorum was met.

Economic Development Website

Alan presented his conceptual design for the Economic Development sub-site. All members agreed that this is a great start and offered minor suggestions for the design. The Committee will meet with Alan again when the developer has provided him with a new layout.

Community Compact Grant Status

Cindy updated the Committee with the status of three Community Compact Grants:

1. **Cyber Security grant** is being utilized for the implementation of the top five critical security controls as recommended by the SANS Institute
2. **Wastewater Treatment Plant Security grant** is in process and the antennas, which had worked fine for most of the winter and early spring, are being upgraded and retested.
3. **Best Practices – Redundant Backups** is a new grant that we are pursuing in order to ensure that all locations are backed up locally as well as off-site.

Security

1. **Written Information Security Policy (WISP).** The committee discussed that this document needs to be reviewed annually and will agenda this review for a meeting in October
2. **Employee Security Training.** Discussion and overview of the Cyber-Security training that all employees are required take part in on a monthly basis.

Other Matters

The State Information Technology Office has produced a document summarizing the adoption of Cyber Security best practices as part of the Town's participation in the Community Compact agreement. Robert and Cindy will review, edit, and provide the quote that was requested.

Adjournment: 5:20pm

Approved By
IT Committee
11/14/2017
[Signature]