



TOWN OF AYER  
I.T. COMMITTEE MEETING  
*Meeting Minutes*  
**Thursday, January 31, 2018 2:00 PM**  
Ayer Town Hall

The IT Committee Meeting was called to order at 2:12pm and adjourned at 3:02pm. Four members were present: Cindy Knox, Lt. Brian Gill, Lisa Gabree, and Capt. Paul Fillebrown. Quorum was met. Absent was Robert Pontbriand.

**Minutes**

Capt. Fillebrown made a motion to accept the minutes of November 14, 2017 and December 14, 2017.  
Seconded by Lt. Gill, Unanimous vote.

**Economic Development Website**

Alan Manoian was unable to attend. The committee reviewed several pages on the Economic Development website. Motion was made by Lt. Gill to endorse the site. Seconded by Capt. Fillebrown. Unanimous vote.

**WISP Review**

The WISP was reviewed section by section, no substantive changes are necessary.

- We reviewed 201 CMR 17.00 and determined that none of the obligations were changed or amended.
- The document refers to mandatory annual training of employees and this will be changed to monthly.
- The term "Data Security Coordinator" will be replaced by "IT Director"

Cindy will update the document for review and approval at our next meeting. She will also put together a short PowerPoint highlighting some of the major points of the WISP for employees.

**Other Matters**

The next meeting will be held February 14, 2018 at 2:00pm.

**Adjournment:** 3:02pm

WLG/LL 2/14/18  
Paul J. Fillebrown 2/14/18  
Cindy Knox 2/14/2018

3:00