



TOWN OF AYER  
I.T. COMMITTEE MEETING  
*Meeting Minutes*

**Thursday, June 21, 2018 2:00PM**

Ayer Town Hall ♦ Great Hall ♦ 1 Main Street ♦ Ayer, Massachusetts

The IT Committee Meeting was called to order at 2:05 and adjourned at 3:15. Three Members were present: IT Director Cindy Knox, Town Manager Robert Pontbriand, and Finance Manager Lisa Gabree. Quorum was met.

**Minutes**

A motion was made by Cindy Knox to amend agenda item II to change the date of the minutes for approval to February 14, 2018. Seconded by Robert Pontbriand.

Unanimous vote 3-0

**Review of IT Policies**

All IT Policies will now be reviewed every two years. The committee reviewed the Social Media Policy, the Electronic Communications Policy, the IT Acquisition Policy, and the Portable Storage Devices Policy. Cindy will update the documents and send to the committee for review.

**FY19 Projects**

Cindy discussed the IT goals and objectives for FY19. Capital projects include moving the infrastructure from the closet in the BOS room; rewiring Town Hall's network and working with the Facilities director on the electronic sign at the Fire Station and the Town Hall door locking mechanisms.

**New Business**

Discussion of new employees; creating logins, email, and access.

**Next Meeting**

July 10, 2018 2:00pm at Town Hall

**Members:**

Lisa Gabree, Finance Manager  
Brian Gill, Deputy Chief, Ayer PD  
Cindy Knox, Information Technology Director  
Paul Fillebrown, Captain Ayer FD  
Robert Pontbriand, Town Manager