TOWN OF AYER
I.T. COMMITTEE MEETING
Meeting Minutes
Thursday, September 20, 2018 2:00PM
Ayer Town Hall ◆ 1 Main Street ◆ Ayer, Massachusetts

The IT Committee Meeting was called to order at 2:00 and adjourned at 3:15. All members were present. Quorum was met.

Minutes
Minutes were reviewed from the July 10, 2018 meeting. Motion made by Robert Pontbriand, Seconded by Lisa Gabree. Vote to accept 5-0.

Electronic Communication Policy
1) Employees and Board/Committee Members have reached out requesting clarification of the Electronic Communications Policy: *"Use any unauthorized computer (such as a home computer) to remotely access Town Systems" (page 3).*

     This is to prevent users from remotely accessing the Town's servers, internal systems, and data via VPN or any other means and it does not apply to email.

2) Storing Town documents on their personal systems

     Storing Town documents on personal systems may leave the individuals personal systems at risk for subpoena or discovery. All electronic documents and communications are public record. Information that is deemed "Personal Information" as per the Town's WISP must never be stored on personal equipment. The IT Committee is looking into cloud based storage to prevent storing Town data on personal devices.

3) Questioning whether the Town has any jurisdiction over her personal computer systems.

     The Town has no jurisdiction over any individual's personal computers systems and does not, cannot, and will not monitor these devices.

Electronic Sign at Fire Station
This is a Facilities Capital item. IT and Facilities are working together on this as IT will be responsible for content management. Plans are for this to be installed in early winter. There was discussion and agreement that a policy regarding the types of content allowed on the sign should be in place prior to its installation.

Door Locking Mechanisms at Town Hall

This is also a Facilities Capital item. Phase I of this project is to secure all five outside doors along with the mailroom. The security is two-factor authentication: a wireless card and a personal code. We discussed a policy for this. Phase II, securing the interior doors, will be added to the capital budget.

Cyber Security Training
According to KnowBe4, out cyber security training vendor, the phish-prone rate is 29.8% for municipal government. Our employees have been taking mandatory monthly cyber security training for two years. The Town's phish-prone rate is 2.6%. Our security awareness training program is working.

Orthographic Flyover Regional Municipal Grant
The Towns of Westford and Acton have contacted us to see if we were interested in joining them for a regional grant regarding this. There would probably be no costs involved to the Town. Ayer is interested in partnering with other municipalities for this purpose.

New Business

Cloud Based Storage:
IT is looking into some cloud space to store and share plans and video files for many of our employees. IT spoke with representatives from Amazon Web and Google Cloud Services. These services are vetted by the State of Massachusetts for security and IT will reach out to these providers for more information.

Based on the Electronic Communication Policy discussion above, we will also consider cloud storage space for Board and Committee Members.

Mobile Device Management:
The Town of Ayer has about 100 mobile IOS devices. IT has researched software for the management of these devices. There is software available that will allow us to manage these devices. Some features are taking 1) A full inventory; 2) Remote actions such as erasing / wiping, locking, clearing of passcodes; 3) Activity Logging; 4) Blocking of apps by groups of users or individuals. This is a cloud based service and will cost about $1,500 a year for the number of devices we are looking at.

Next Meeting
October 25, 2019 2:00pm at Ayer 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