



2:02

TOWN OF AYER
I.T. COMMITTEE MEETING
Meeting Minutes

Tuesday, December 11, 2018 2:00PM

Ayer Fire Station ♦ 1 West Main Street ♦ Ayer, Massachusetts

The IT Committee Meeting was called to order at 2:10 and adjourned at 3:10. Lisa Gabree and Robert Pontbriand were absent. Quorum was met. Also present was Chuck Shultz, Facilities Director.

Minutes

Minutes were reviewed from the October 25, 2018 meeting. Motion made by Capt. Fillebrown, seconded by Deputy Chief Gill. Vote to accept 3-0.

Electronic Sign Policy

After reviewing the draft policy for the electronic signage, two changes were proposed:

1. The policy should state that this applies to *permanent external signage*.
2. Another item to be added would state that this policy *does not cover* internal electronic bulletin boards, directories, or any other *internal* signage.

The form to place content on the sign was reviewed and when the policy is approved, the policy will appear on the form.

Windows 7 End of Support

Microsoft has announced that Windows 7 end of support date is January 14, 2020. There are 87 computers under the IT Directors domain that will not be secure as of that date. Cindy will find out how many systems can be upgraded and how many need to be replaced.

New Business

Hard drive destruction. Currently IT has hard drives destroyed at the Fire Station and the PD is looking to destroy about 100 more. Discussion ensued about drilling holes in them or finding a local recycling company with a hard drive shredder. Cindy and Chuck will look into the logistics of drilling them and Cindy will find out about local shredding companies.

Next Meeting Will be scheduled for next week for final sign off on the policy.

Members:

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

Chuck Shultz