

Minutes of IT Committee for 15 Aug 2016

Kumar, Bloom, Brown, Furmaniuk present

Meeting called to order at 6:30 PM

Virtual Town & Schools Bill Letsky, 525 active clients in MA, VTS is based on Drupal. VTS is structured in a decentralized manner so that an IT person was not needed.

TA explained the issues employees have had using VTS, and creating updates, changes to the website etc.

Bloom has discussed usage of VTS with depts. to understand how make website changes/updates

Kumar reviewed what the IT Committee mandate is

VTS has monthly webinars to cover user questions/issues. Core users can contact VTS for support as often as needed. Online help modules and video. Permission based access. Fire Chief doesn't have access to VTS to make updates add notices etc.

Demo of using VTS, how to add new urgent alert banner. Only one alert box on home page at a time. How a dept. head would create a FAQ. Help Documentation link on each page where you create items. How to upload meeting minutes was shown.

We have a Google Analytics account to track metrics on the town site. Who has access? Likely former IT person Karen Pare checked this.

How to create web forms for surveys, employment application etc.

Next version of VTS is responsive design website. We would have to redesign the website in order to do this. VTS will make the change to upgrade. One time cost of \$1500 to redesign and migrate. New version has repeating meetings capability but current version doesn't have that. SHN is the site administrator currently. Demo of Boards & Committees module that imports list of who they are, term length, title. VTS will set this list up for the first time however we would have to keep it updated. Lists which are elected or appointed and has form to complete if interested.

Kumar asked about creating process for building dept. permits. Can create workflows or create forms to develop a process.

Town is charged \$2500 per year for hosting and unlimited support for 5 people

There is no workflow that provides notice to the Clerk when meeting notices are posted. Could be added as enhancement and do it for free. They can make changes/updates often for free.

Kumar asks for workflows that can be automated. List from VTS of new upcoming features. Ask for access to a demo server/site for people to get comfortable with using the site. VTS provides same day response to support calls. Requested a list of what our support calls to VTS were about

Preview version at WPI to see their example

Confirm that the list of users and access levels. TA should be a site administrator, not only the SPN an outside vendor for our site.

Kumar asked about the various depts. like Fire and Police have their own domains and manage their email. DPW had a recent ransomware attack, question about virus protection among the depts. All use different virus protection.

Question about using Office 365 and merging the mail domains of Police, Fire, DPW and Town Hall and use sterling.ma.gov mail addresses. Discussed another layer of complexity between those two depts. and the rest of the town offices. Fire would like a fiber connection to Police dept. What would that cost to have the Light Dept add the fiber cable? How to connect to the various repeaters that the fire dept. runs around town? Fiber across town would alleviate many of these issues.

Talk about upload and download speeds between different depts. and buildings Sean Todorov explains FD and Police IT structure with microwave and repeaters that are connected via Comcast.

Existing communications exists and has been discussing the new radio system needed to public safety for Police, Fire, DPW.

Kumar has spoken to BOH, and Police

Bloom has talked to DPW and found issues with backup system and lack of firewall. We backup to tape incremental and full but no archive.

Anti-virus issues in town, no capital plan in place – when a computer breaks they are moved around in offices.

SHN should be proactive and suggest replacing

Motion to approve July 25 minutes made by Kumar seconded by Bloom, all in favor except Brown who abstained.

Request a meeting with SHN on Sept 12, review their contract

Create a vision of where we need to go as IT in the next 3 years. What will that vision be? Start writing what it will consist of.

Motion to adjourn by Kumar, second by Bloom all in favor at 8:10 PM