

The meeting was called to order at 3 PM by John Sauter. Present in addition to John were members Paul Mondoux, Adonis ElFakih and Curtis Conrad. Also present were Chuck Miller, the committee's liaison to the Town's IT department and Paul Micali, the Town's finance director. Peter Albert, the committee's liaison to the Town Council and a voting member, arrived at 3:19 PM.

Paul Mondoux agreed to serve as Chairman so the vote for him was 4-0-0, with Peter not yet present.

Adonis moved and Curt seconded the motion to approve the minutes of the February 8, 2017, meeting. The motion passed 4-0-0, with Peter not yet present.

The committee discussed corrections to the minutes of August 30, 2017. John pointed out that he was not present at that meeting, and Adonis said that he was. We agreed to change John's name to Adonis wherever it appears. It was the minutes of the February 8 meeting that were discussed, but these minutes do not show a vote to approve them, so we approved them again in this meeting. The votes in the February 8 meeting were 4-0-0 not 5-0-0, since there were only four members present. Adonis moved and Curt seconded the motion to approve the minutes as corrected. The vote passed 4-0-0, with Peter not yet present.

We discussed item 1 of the old business, concerning the creation of an IT inventory. Chuck said that the inventory is incomplete. He is working on it, but that work is secondary to the day-to-day operations needed to keep the Town functional. Paul Micali said that he is hopeful that the inventory can be ready by March.

We discussed item 2 of the old business, concerning the documentation of recovery procedures in the absence of Chuck. Chuck stated that he and Tim Hutchinson, his assistant, are working on it.

We discussed item 3 of the old business, concerning system continuity, security assessment, and backup and data recovery. There has been no security assessment except PCI compliance, which is required because the Town handles credit cards. Chuck told us that credit card information is encrypted when it is captured by the credit card machines, and the machines are secured when not in use. Unencrypted data does not touch any of the Town's IT systems. Curt recommended a penetration test, but such tests can be quite expensive. John expressed concern that the maintenance access to the Town's servers used by vendors could be a vulnerability. Chuck assured the committee that vendors must call him to request access, and he closes off their access when the maintenance is complete.

We discussed item 4 of the old business, concerning setting up a pilot program to test the usability of lower-cost (or free) software. That has not been done. Such a recommendation would go through the Town Council for implementation by the Town Manager and whatever departments would be involved. The committee decided not to pursue a pilot program until we could review the finances, which Paul Micali will be providing to the committee through Chuck.

We discussed item 5 of the old business, which asked about the IT budget. Paul Micali provided a wealth of information. At the request of John Sauter, who was unable to write as fast as Paul was speaking, Paul will provide that information to the committee through Chuck for inclusion in the minutes of the meeting. Here are some highlights: the large amount under software / licenses for FY 2014-15 was caused by the Town switching its web site to Virtual Town Hall. Over the last five fiscal years, the average total expenditure for IT was \$129,025.36 per year. Of that amount the largest category by more than a factor of 2 was software and licenses, at \$70,859.53. The fiscal year runs from July 1 to June 30, hence FY 2014-15 means July 1, 2014 to June 30, 2015.

Paul Micali left the meeting at 4:14 PM.

We discussed item 6 of the old business, which asked who should present the annual update to the Town Council. We agreed that Paul Mondoux, our chairman, should make the presentation. We will discuss that presentation at the next meeting, which we agreed would be held January 9, 2018, at 6 PM.

Peter Albert informed the committee that, under Town rules, a quorum is more than half of the authorized members, not of the current members. Thus, our quorum remains at 4 in spite of the loss of Dustin Liukkonen, since we are authorized to have 6 members.

Adonis moved and Curt seconded the motion to adjourn. The motion passed 5-0-0. Paul Mondoux adjourned the meeting at 4:26 PM. As we were leaving the Merrimack Memorial Room Peter Albert scheduled the January 9 meeting for the Council conference room.

Respectfully submitted,

John Sauter, secretary, Technology Committee