

MINUTES OF SELECTMEN'S MEETING JANUARY 19, 2016

Chairman Hevy called the meeting to order in the Selectmen's office at 3:35 PM with Mrs. Walter and Mr. Smith also present.

The Board was joined via telephone by Theo Kalivas from the Department of Revenue.

Mr. Kalivas reviewed the Information Technology Review that was performed by DOR representatives last year. (Attachment #1) There was an overview of the Town's current IT situation, and comments regarding the existing problems. The report then went on to make a series of recommendations.

The first recommendation was to centralize IT administration and to reestablish the technology committee. Mr. Kalivas recommended that department heads serve on the technology committee. Mrs. Walter expressed her concern that the department heads may not be as tech savvy as professionals, but Mr. Kalivas said that the department heads would be able to share issues and help form a coherent approach to solving those problems.

Mr. Kalivas recommended that the Town identify IT spending and consolidate it into a centralized budget. Leslie will work on a preliminary technology budget for the town offices that incorporates software costs for the accountant, treasurer, collector and assessors.

The second recommendation was that the Town address information security issues. Mr. Kalivas pointed out that there is no consistency with virus and malware software within the town offices. He also noted that Windows updates should be set on automatic to ensure a seamless update process for the users.

The report was critical of the lack of data backup policies, and recommended that the Town develop a disaster recovery plan. It was noted, however, that since the report was written the Town has gone to a "cloud" backup system that satisfies most of these problems.

The third recommendation was that the Town inventory the equipment and develop a planned replacement schedule. Currently equipment is replaced when it breaks, rather than on a planned timetable.

Fourth, Mr. Kalivas noted that the Town should end individual departmental agreements with internet service providers, and negotiate a single broadband agreement for all town departments. This could potentially save the Town a lot of money, as well as improve internet access.

Other considerations noted in the report were to elevate the Selectmen's Administrative Assistant in directing town operations and providing organizational focus. The report

also recommended that the Assessors purchase a software module that will allow them to deliver abatement and exemption information to the Town Collector's office electronically, instead of the current paper method. Also, the Water, Sewer, and Landfill billing should all be done on a software package that is compatible with the Collector's software.

Mr. Kalivas recommended that town departments remotely enter their payroll information into the Treasurer's payroll system instead of the paper method currently used. He noted that the Treasurer still uses a handwritten cash book at times.

There was some discussion around upgrading the Town's website. Mr. Hevy will contact Virtual Town Hall for a quote.

Mr. Hevy said that we really need to look at cross training an individual to work with the financial team.

Mrs. Walter noted that the Town could obtain at no cost consulting services through Charter Spectrum Business that would help with some of the technology issues.

Mr. Kalivas ended the phone call at 5:00 PM, noting that the Selectmen could contact him at any time for help with technology issues.

There was brief discussion regarding the upcoming hearing with the Architectural Access Board (AAB), which Mrs. Walter plans to attend.

Mr. Smith said that he would like to schedule a meeting on February 2nd with members of the East Brookfield Beach Committee.

There being no further business, at 5:30 PM Mrs. Walter moved, and Mr. Smith seconded, a motion to adjourn. So voted.

Respectfully submitted,

Leslie Scott Burton
Administrative Assistant