

Southampton Ad-hoc Technology Committee Meeting Minutes

Date: 4/14/2021

Time: 6:00 PM

Attendance:

LaValley
Lawrence
Fowles
Florek
Haznar
Breen
Gibson

Subcommittee reports

Hardware Subcommittee (Rooks)

Owns: CARES Act laptops
Town employee used computer specifications
Servers
Switches
Rugged Computers
HW inventory
Updating town hall WIFI
Moving away from POTS.

Notes from Hardware Subcommittee:

- > May have to look at upgrading firewall to support fiber.
- > Segmenting off voice bandwidth
- Cares act laptop update
- > Rolf from WCA said biggest issues were SW at Highway department fuel metering SW.
- > Also, at HW department had issues with physical workspace.
- > Getting users set up. was difficult but Ed was very helpful in helping mitigate the issues.
- > "Pretty smooth overall" -Rolf
- > Xerox scanner in break room is not working now...
 - may have something to do with email address associated with machine
 - WCA will be back in 4/15/2021 to look at Scanner
- > WCA will also look at Jen and Ed's laptops 4/15/2021
- > Town is "Very satisfied" with WCA overall
- > 15 total number - 14 goes to heads - last on perhaps for library.
- > 5 installed, trying to add two more on Monday.
- > 26th or the 28th are the next dates.
- > Hardware Specifications for Desktop computers provided by Rooks.

Software Subcommittee (Haznar and Jaeger)

Owns: All software programs, inventory and licensing.
Microsoft 365
RFP
Microsoft meeting
Roll out plan

Notes from Software Subcommittee:

- > There is more research that needs to be done in terms of overall backup.
- > where will the data be maintained.
- > let's define exactly what the RFP is supposed to be doing???
- > New laptops
- > Existing Computers
- > "Without the Email migration there is no RFP needed", you would just work with a vendor
- > WCA is a Microsoft partner.
- > what do we need to do for the town for the computers to be functioning and have the computers backed up and working remotely.
- > how to get information on how much data is on each computer.
- > Document how the data lives right now, how it's used, how its accessed. (Haznar)

-> **Plan** - for town administration computing architecture updates.

1a. update all the hardware(computers). care act laptops, desktops, etc.

1b. at this point we go cloud based MS 365.

-> ACTION for Rooks we need to explore if we are "tied" to WCA for the rest of steps. ensuring we are capable of using a different vendor down the road.

2. update town hall fiber network (and phones).

3. let things settle out, and then evaluate existing problems.

4. re-evaluate town computing environment and then consider email migration.

* RFP is "on hold" for future use.

Vote to Follow plan described in steps above was voted and approved unanimously.

Municipal Networking subcommittee (Gentile, Florek)

Owens: Fiber to town hall

Connection speeds to all town buildings

Charter speeds in town hall

Notes from Municipal Networking Subcommittee:

-> There is a strand of fiber that goes into town hall. not sure at which location in town hall.

-> Got some initial pricing for town hall fiber.

-> Cheapest option would be to have fiber directly to town hall, not to school first.

-> quoted from fiber out of town hall 36-month contract 100/100 mbit \$450/month.

-> 60 months 100/100 \$380 per month.

-> adding phone to this with hosted VOIP would be a cost savings.

-> phones could be included as leasing.

-> We have analog telephone bills to use and compare against. around \$500 for whole town POTS phones.

-> another option would be to get under the Norris account.

-> Analysis of options and cost benefit analysis (simple spread sheet).

(Florek, Rooks, Ed)

-> Call out to valley communication about town hall and school phone system.

Fiber to the Home subcommittee (Gentile, Florek, Lawrence)

Owens: Surveying options for fiber to the home for town residences
Producing Analysis of alternatives of Fiber options
Pursuing Grant funding for Fiber to the home

Notes from Fiber subcommittee:

- > Recent conversations with Whip City.
- > Holyoke gas and electric...
- > Spectrum is an alternative.
- > pole rights, etc.
- > Chris Fowles will send presentation to Kim Florek.

Town Website and internet-based communications (Breen, LaValley, Fowles)

Owens: Website update
Emergency communications to town residence (txt alerts)
Code Red.
Easthampton Media connection

Notes from Website/Comms subcommittee:

- > Town Committees like Conservation Commission want the ability to edit their own webpage section.
- > looking at packages for towns and cities.
Civic plus - runs government websites.
- > subcommittee will meet before next Full meeting.

Policy development subcommittee (Florek)

Owens: Email Storage policy
data retention policy
policy of what files need to be stored on the cloud
computer update policy, patching policy- long term support

Notes from Policy subcommittee:

- > Email retention policy is on Google Drive. to use as a template.
- > this would allow us to reduce the number of emails we have to retain based on date.
- > We need to look at the state retention policy is. if it's easy enough we could just follow the state. (Ed)
- > Example of data retention policy (Florek)
- > later we can talk about archiving....

Future topics

Cyber Security/Disaster preparedness
Digitization of towns paper data
Community Based Solar
Long term support