

Ashburnham

IT Advisory Board

Date: 2/22/2012 / 7:00PM

Location: Fire Conference Rm. @ Public Safety Building

<p>Attendance: Opened @ 7:08 pm Closed @ 8:54 pm</p>	<p>Board Members: Ken, Joe, Kyle, Duncan Not Present: Brian Guests: Skip Nolan</p>
Agenda	Minutes
<p>Past minutes approval</p>	<p>Motion to accept minutes of 12/13/11, Duncan Second: Kyle Pass: 4-0</p>
<p>Input from the Public/Town</p>	<p>Skip Nolan - Planning board (see detailed discussion under "Planning Board IT concerns")</p>
<p>Infrastructure Update & Planning</p> <ul style="list-style-type: none"> ● Schedule for fiber arrival ● Schedule kick-off w/Guardian ● Schedule kick-off w/AML 	<p>Joe & Ken to get together for schedule ASAP</p> <ul style="list-style-type: none"> ● review Comcast "ethernet virtual private line" <ul style="list-style-type: none"> ○ Scalable bandwidth up to 10 Gig ○ Would play well in a regional environment ○ Appears to be "add on" friendly ● pull evaluation against capital cash outlay
<p>IMC Update:</p> <ul style="list-style-type: none"> ● IMC/e-Fusion systems are installed ● in the process of training our people ● target date of April 1st to cut over 	<p>See emails attached at bottom of minutes containing information on IMC installation.</p>
<p>TA Updated Technology - Smart Phone</p> <ul style="list-style-type: none"> ● recommended model, iPhone? ● AFD/APD are Android based 	<p>Is the goal to have synergy across all departments? Concerns regarding the durability of the newest Apple products in high impact scenarios.</p>

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<ul style="list-style-type: none"> • Active Sync plays on all 	
<p>Planning Board IT Related Concerns</p> <ul style="list-style-type: none"> • Email Access • Roaming Profiles • Discussion w/Brad 	<p>push email access & outlook:</p> <ul style="list-style-type: none"> • Outlook Web Access (OWA) only, non Virtual Private Network (VPN) based syncing will be allowed. There are no plans to deploy VPN access for members of committees using OWA. • Active Sync is currently not enabled <ul style="list-style-type: none"> ◦ could be enabled when Doug's iPhone setup • roaming profiles: is off <p>Joe's login</p> <ul style="list-style-type: none"> • no login from PSB, appears to be locked out • Joe to try login from inside Town Hall and relay results <ul style="list-style-type: none"> ◦ duncan to follow up w/Guardian
<p>FY13 Budget Discussions (FYI - G/Docs)</p> <ul style="list-style-type: none"> • Guardian scope increase • Email Archiving (town & volunteer) • IMC cost increases (AFD, EMS, & APD) 	<p>Guardian scope could potentially increase with the addition of other town departments.</p>
<p>Town Committee/Board Email</p> <ul style="list-style-type: none"> • FIOA request protection • town email address • email archiving 	<p>\$2.25/user/month (~\$1000/yr)</p> <p>Kyle: Motion to recommend: setting up email accounts for boards & committees to be determined by BOS & Town Administrator. IT Advisory board recommends that we try for 100% penetration on email coverage.</p> <p>Also addressed were potential pitfalls with no support for volunteers using the OWA</p> <p>Second: Duncan Motion carries: 4-0</p>
<p>Strategic Plan Discussions</p>	<p>Discussion concerning potential regionalization with Ashby for Police, Fire, DPW, etc...</p>

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	Radio frequencies discussed, potential IMC deployment in Ashby for synchronization with Ashburnham dispatch systems.
Adjournment	motion to adj: Duncan second: Kyle vote: 4- 0

IMC UPDATE:

From: **paulz** <2c@ashburnhamfd.com>

Date: Tue, Feb 21, 2012 at 12:04 PM

Subject: Re: IMC status...

To: dphyfe@gmail.com, paulr@ashburnhamfd.com

I will double check with Capt. Rekos in morning but I believe all IMC/e-Fusion systems are installed. We are in the process of training our people. We have a target date of April 1st to cut over.

I will let you know tomorrow if we have any more or one of us could stop into your meeting.

Have a great day!

Paul

----- Forwarded message -----

From: **May, Brian Matthew** <Brian.May@verizonwireless.com>

Date: Wed, Feb 8, 2012 at 2:46 PM

Subject: RE: Ashburnham MA - wireless coverage

To: dphyfe@gmail.com

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Hi Duncan

It's actually easier than that. 2 situations:

1. If we are simply adding this to an existing town account, I just need to send the order approval(via email) to the Point of Contact on the account and we ship the device out to your address.
2. If we are starting a brand new account you provide me the following, and I create your new account by getting the forms below, and then ship you out the device you your address:
 - a. Filled out GLAF(Government Liability Authorization Form, attached)
 - b. Tax exempt Certificate

We are only talking one device, so its fairly painless...

Let me know, and I'll help you through it either way.

Thanks.

Brian M May

Gents,

please see the discussion below from the verizon rep... we cannot make any formal recommendations via email as it is not an open format...

we received some of the budget data this week from Doug - I'm still holding out for a more detailed review of the town's technology in hopes that we can review the two documents together at our next meeting...

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I will pull together a meeting and agenda once i have that additional document... the meeting will focus on budget with a side of fiber & smartphone...

Thanks

Duncan Phyfe

dphyfe@gmail.com

----- Forwarded message -----

From: **May, Brian Matthew** <Brian.May@verizonwireless.com>

Date: Wed, Feb 1, 2012 at 2:05 PM

Subject: RE: Ashburnham MA - wireless coverage

To: dphyfe@gmail.com

Hi Duncan

I'll just do this bullet-point if that works for you...

1. Pricing is easy: \$52.31/mo for any smart phone for 400 minutes(shared amongst account), unlimited data, unlimited standard texting(no pix/flix, so instead just email pictures).
2. iPhone v Android
 - a. Some towns make this decision en masse, Some choose to leave it to departments, some just don't care. I agree that with the PD and FD exclusively Android it may make sense to stay in that direction, but with the proliferation of OS agnostic apps, its really becoming less and less of an issue. If it is someone who is new to smart phones, I always recommend iPhones due to their ease-of-use. Androids are more high end and customizable.

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- b. Demos: There is no way to demo iPhones due to Apple restrictions. However, the state contract builds in a 30-day worry free period. If he tries it for a few weeks and would rather go Android, that's an easy no-cost switch for you. Basically it's a de-facto demo period that my PD/FD/DPWs use all the time to evaluate devices. That said, if he does go iPhone, he's not going to be disappointed. In the year I've been providing them to my accounts, I am yet to have a return outside of faulty equipment.
- c. I will also add that through our retail stores we offer free "How-to" seminars for smart phones. They are free, about an hour long, and I've heard really good feedback.
3. Coverage – We actually are fairly strong compared to our competition up in Ashby from my time there, but should it just be an issue of enhancing coverage in the town hall, a simple network extender will take care of that. Typically they are used by PD/FD/DPW in big concrete buildings or rural areas. They provide full service for up to 4000 square feet(45' in every direction) as an in-building solution. I use one at my house(as I live way out in the woods), and I have been thrilled with the difference. I have 5 bars through my entire house.
- a. Here is a link to the Network extender, there are two versions:
- i. Retail: 4000 Sq feet coverage:
<http://www.verizonwireless.com/b2c/store/accessory?action=gotoFemtocell>
 - ii. Enterprise: 10000 sq feet, can be linked to up to 2 other network extenders, typically used in high-rise buildings: <http://business.verizonwireless.com/content/b2b/en/wireless-products-services/network-extender-business.html>

If you have any further questions let me know.

Thanks.

Brian M May