

2017-08-30 - Princeton IT Strategic Planning Committee – Meeting Minutes

Chair Pat McGowan, Clerk Jake Rocznik, John Zimmatore

Town Administrator Nina Nazarian

Town IT Coordinator Brian Podesta

3:30PM – Meeting Opened

Nina Nazarian (Nina) opened the meeting with a brief introduction and overview of her roles and responsibilities related to the Strategic IT Planning Committee (IT Committee). She then welcomed everyone present to do a brief self-introduction.

John Zimmatore (John) introduced himself as a newer Princeton resident that has worked for IBM and currently is employed as by Sun Life Financial focusing on internal web based applications.

Jake Rocznik (Jake) has been in Princeton for four years and is currently a solutions architect at Daymark Solutions focusing on pre-sales support of data center hardware and software.

Pat McGowan (Pat) has lived in Princeton for almost 15 years and recently started a new position at The Qt Company focusing on UI development. Pat has worked with both hardware and software his entire professional career.

Brian Podesta (Brian) has been the town IT coordinator since January but recently resigned due to another opportunity. He is filling in the position as a consultant and helping to vet and hire a new IT coordinator for Princeton.

The members then proceeded to start the meeting by filling the required positions of Chair and Clerk for the IT committee.

After a brief discussion John made a motion for Pat to be chair, Jake seconded. Passed 3-0-0.

John made a motion for Jake to be Clerk, Pat seconded. Passed 3-0-0

Brian and Nina estimated a date for the new IT coordinator to be recommended to the BOS at their meeting on 9/18/2017, new IT coordinator would start based on their preference.

Nina briefly discussed the open meeting law. Town Clerk should be contacted by anyone seeking clarification on any points of the law. Open meeting law training is happening soon in Rutland – Nina to send information to committee members later.

Briefly discussed the public records law. Cost is not feasible for private town hosted email accounts and document systems. Nina recommended members keep all relevant emails in private accounts in case there is a need for public records. Members can setup separate private email accounts for this purpose only if they so choose.

Nina introduced the IT assessment topic to the committee stating that the state provided \$5,500 for Princeton to have the IT assessment completed by an external company. The final document can be used as justification for improvements of town systems. Nina reflected on past incidents at other towns

she was involved with to show the importance of the IT assessment and determining a baseline to work against for Princeton compared to other communities.

Rutter Networking Technologies (Rutter) of Andover, MA performed the assessment. Brian stated Rutter was mostly focused on Disaster Recovery and Business Continuity aspects but it does reflect gaps in the current infrastructure. The assessment will be a good starting place to identify areas where cloud based services could be used which will be more beneficial to the town. Currently Princeton uses cloud based services such as QuickBooks online.

Jake asked about the process for setting policies for town employees related to IT. Nina stated we could make recommendations and the BOS would need to ratify that decision.

Brian has been working on an IT procedures manual as an overall resource and guide for Princeton IT. This should make future IT coordinator transitions easier.

Pat asked if there were any local service providers that focus on municipalities only as a specialty. Brian stated he has worked with Gov Connection which specializes in education and government. Nina stated we could reach out to other towns and that many are starting IT committees as well. Brian mentioned that the Barre and Rutland had an inter-municipal agreement to share a resource for IT at one point in the past. Paxton was also looking to partner with them. Nina expressed interest but the resource left and replacement was not able to do that much.

Discussed options for IT coordinator position, we could use a shared person with other municipalities, an independent third-party, or hire our own. Private companies tend to be very expensive – current Princeton IT Coordinator budget is \$14,000 salary and \$8,000 for town IT expenses. Nina did ask for an additional \$25,000 this year for a new town firewall to be implemented. Brian explained his time was mostly utilized for break and fix requests. Some new laptops were purchased this summer and they included cloud-based O365 licenses (Microsoft Office).

Members discussed working with other departments. The library uses their own resource – Guardian from Fitchburg - and has their own budget. Princeton Police & Fire also uses a private individual that specializes in their software for IT needs. The IT coordinator only covers town hall and the three remote employees outside of the town hall building.

Discussion of next steps proceeded and members agreed on the following:

- Members will research other resources for information related to town based IT
- Members will set a standard meeting time once the new IT coordinator can be counselled
- Members will review State municipal grant guidelines
- Members will review the IT Assessment further

Next meeting set for September 20, 2017 at 5:00PM

Jake motioned to adjourn, Pat seconded, passed 3-0-0.

Adjourned at 5:20PM