

**Natick Information Systems Advisory Board (NISAB)  
Meeting Minutes: October 21, 2015**

**ATTENDEES**

NISAB: Hank Szretter, Todd Gillenwater, Larry Drolet, John Holz, Randy Gruber, Paul Gorman

Town Government: Bill Chenard

Municipal IS Department: Bob LeFrancois

School IS Department:

Library:

Concerned Citizens: Randy Brewer

**AGENDA DISCUSSIONS**

- Quorum: Six Board members present.
- Minutes of previous meetings – Approved 6-0-0.
- Security Test/Audit Discussion- The Town IS Director has started making inquiries into engaging an outside consultant to perform security reviews and penetration testing. Based on initial and evolving specs for such testing, board members familiar with such services thought the initial price for services seemed high. The IS Director is going to gather additional information to develop a more complete “preliminary RFP” and get additional input from the board.
- Network Assessment – Project is moving forward. There are some continuing design questions, as well as Town-School integration issues that have cropped up which impacts equipment specifications. The board formed a sub-committee (Larry Drolet, Todd Gillenwater) to attend Networking meetings and advise / report.
- Information Technology Director Report & Web site discussion:

Projects Status

- 1) IT Specialist, Kathy Lentini
  - Website – Granicus - New -DPW will be adding ‘My-Waste’ application to the website, for more info - <https://my-waste.com/>
  - Permitting Software – On Thursday, October 29<sup>th</sup>, Municipality will be adding a feature that allows mobile users access to all documents attached to a parcel. Currently, Inspectors

can only see the parcel and permit information but not decisions or restrictions added to the permit by the planning board.

2) Network Assessment -

- Moving forward with Network re-design implementation. Have requested IT Engineering services from Harbor Networks to review network assessment and work with Town to finalize design.
- Implementation scope of work for network re-design completed and attached for ISAB review.
- Selected vendor finalizes network design and reviews/assists with network core switch bid specs.
- Core Router/Switch - have met with Denis Young of CSY Technologies to review different Cisco core switches and are waiting on pricing for the Cisco Nexus 9300 series and Catalyst 4500-X series. we have received a quote on the Cisco 9300 series switch from CDW but it didn't include transceivers and 24x7 SmartNet support.

3) ShoreTel Phone System -

All installations on hold until network re-design completed and core switch installed.

No ShoreTel installs will take place until the ShoreTel Network Best Practices are in place, which is primarily a dedicated VOIP VLAN per building/site for the ShoreTel switches and phones. Creation of Voice VLAN also recommended by Harbor Networks. VOIP VLAN will be built into new Town network.

DPW installation cancelled the day before it was scheduled to start due to Dennis Roche refusing to allocate a block of addresses for the Town to use for the installation, similar to how the Community Senior Center was installed.

Scheduled install involved multiple vendors and DPW staff and six weeks of work by Town IT Department and Harbor Networks. All ShoreTel equipment has been purchased and is ready for install when project is re-scheduled.

4) Dell VRTX Server and Munis Upgrade -

- Dell VRTX server Installed and configured in Police HQ. Will replace aging IBM Bladecenter server.
- New Munis server built and configured, new Munis software will be loaded on Monday, October 26<sup>th</sup> with data migration to follow.
- Live cutover date in December or January.

On the Horizon

1) Document Management System

2) Build out of new datacenter in Police HQ and move servers on to room sized UPS in dispatch

- School IS Director's Report – Dennis Roche was unable to attend.
- Library IS Report – N/A
- Status/Discussion – Department surveys – feedback – report: Survey questions to be distributed to all participants were reviewed and approved 6-0-0
- Citizen's Concerns:
- Concerns of members of the Board: John Holz requests that draft meetings minutes go out earlier than the day of the meeting at which they are up for approval.
- Next Meeting of the Board is November 18, 2015 at 3:30PM.
- Motion to Adjourn – approved 6-0