Dover Technology Advisory Board ("TAB")

Minutes of Technology Advisory Board
Tuesday, August 20, 2019

**Voting Members Present:** Rui Huang, Greg Kahoun, Jain Myank, Paul Smith, Gregg Wright

**Non-Voting Members Present:** Gerald Clarke (BOH), Chris Dwelley (Town Admin.), Cam Hudson (Warrant), Diana Piesak (I/T), Robert Springett (BOS),

**Absent:** none

1. Meeting called to order at 8:03 am. By Robert Springett acting as a representative of the Board of Selectmen as temporary chair for this meeting.

2. Acceptance of minutes: Motion to accept the minutes of the meeting of July 22, 2019, as distributed - passed unanimously.

3. Election of the Board's Chairperson – Rui Huang moved to elect Greg Kahoun as Chairperson, seconded by Jain Myank; motion passed unanimously. Greg Kahoun assumed the Chair for the meeting.

4. The Board agreed that meetings should be held on a bi-weekly schedule on Tuesdays at 8:00 a.m., with the next meeting to be held on Tuesday, September 3, 2019.

5. Diana Piesak provided a presentation on the Town's Information Technology's network topology and inventory of server and major network hardware and software components. Three buildings comprise the locations of the integrated network:
   - Town Hall including wired LAN and open Wi-Fi
   - Town Garage including wired LAN and open Wi-Fi
   - Public Safety Building – separate server managed by the PD

   Discussion and questions followed: Noting the Wi-Fi networks are seamless, there is no current use of Active Directory and instead desktops access server folders as mapped directories specifically set at the desktop level. Diana mentioned the success of avoiding damage from a ransomware attempt and her decision to reject the anti-malware decision to use Sophos made by a prior administration.

   Diana reviewed the conversion from "First Class" as a partial email system and the conversion to Gmail and to Google’s G-Suite. Discussion on the continued use of M/S Outlook and other products for desktop access to email vs. G-Suite.

   Discussion on Security software choices to be considered. Discussion on the need to develop a policy, practice and methodology for document retention.

   Discussion on the need to proceed with an inventory of application software components used by the various town offices.

   [Subsequent to the meeting, Gerald uploaded to Google Drive Diana’s presentation and circulated the access link to the PPT and PDF.]

6. Discussion followed in reviewing the presentation made at the July 22nd meeting by the prospective consultant NBI. General agreement among the members that Diana’s work presented indicates that much
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... of what the first phase as presented by NBI has already been started and to some extent completed. Discussion followed on the scope of work that remains and how to accomplish the completion, with possibly issuance of an RFP seeking a consultant for that altered scope.

7. Meeting adjourned at 8:53 a.m.

Submitted by Gerald Clarke (BOH representative)