

**TOWN OF SOMERS
IT GOVERNANCE COMMITTEE
SPECIAL MEETING MINUTES
Town Hall – Selectmen’s Conference Room
Wednesday, January 18, 2023 at 3:00pm**

1. Call to Order

Bill Meier called the meeting to order at 3:00 pm.

2. Members Present

In attendance was Bill Meier, Mike Marinaccio, and Paul Russel. Also in attendance was Brian Wissinger, Rob Wilson from the Board of Education, and Josh Rogers from Suzor IT.

3. Report from Suzor IT

a. Updates

i. 365 Transition

All e-mail accounts have been migrated. Approximately 10 more accounts to data migrate.

ii. New Wi-Fi Hardware Upgrade

All components have been received except for the switches. An estimated delivery date has not been given.

iii. Computer Replacement FY2023

Round 1 has been deployed. Round 2 has been ordered and are beginning to be received.

b. Review of Help Desk Ticket Data

The committee reviewed the previous quarter’s ticket data and response times. Bill Meier may have questions for Adam before the next meeting. Bill asked Brian to keep on top of the data and response times.

c. Capital Plan/Replacement Schedule for FY2024

A round of replacement machines is being determined for the upcoming year. The monies have been budgeted in ARPA already. The goal is to have outfitted the entire town with new hardware by the end of FY2024.

A plan for server replacement will be determined as well once we can assess the actual needs versus what we currently have.

d. Policies

i. Cybersecurity

ii. Multi-Factor Authentication (MFA)

Brian was asked to reach out for template policies from Suzor IT on these items.

4. Recommendations to Board of Selectmen

A recommendation to appoint Rob Wilson, Director of IT for the schools will be presented at a future Board of Selectmen meeting.

5. Approval of Minutes

a. October 5, 2022 – Regular Meeting

Paul Russel made a motion to approve the minutes as presented, seconded by Mike Marinaccio. There was no further discussion and a unanimous decision followed.

6. Adjournment

Mike Marinaccio made a motion to adjourn at 4:06 pm, seconded by Paul Russel. There was no further discussion and a unanimous decision followed.

Respectfully Submitted,

Brian Wissinger

MINUTES ARE NOT OFFICIAL UNTIL APPROVAL AT A SUBSEQUENT MEETING