

In attendance:

- Matt Probst
- Larry Samberg
- Angela Varner
- Will Warren
- Joe Provo
- Jason Montijo, ex officio

1. The meeting was called to order by Matt Probst at 7:00 PM

2. Review Minutes

Motion: Accept minutes of January 17 meeting

- **Made by:** Joe **Seconded by:** Angela

- **Discussion:** None

- **Ayes:** Joe, Angela, Will, Matt **Nays:** None **Abstentions:** Larry

3. Practice Management Software for Youth and Family Services

Met with YFS and validated the software components. Verified that security was adequate and that there were no red flags. So YFS will move forward.

4. Town Website Update

Jay: We had an initial meeting with CivicPlus and went through a number of the preliminary issues, templates, colors, plan, etc. Also discussed what we are looking for and they sent a proposed design. The website team includes a member from each town department and Angela. Hoping to approve the template by Friday and get it back to CivicPlus. Expect to have a mock-up in mid-April and hoping to go live in mid-May.

Discussion on how to ensure that the new website addresses the issues that have been raised by the UXR study and best practices. Need a one page guide for content developers. We should also try to identify overall goals for the site. Will asked to see a list of objectives for the new website, the conversion plan, and also questioned the conversion of only three years of content.

5. New Servers

All of the activities related to the new servers are done including the Public Safety Building.

6. Town IT Status

- Jay and Joe are working Network Architecture Review
- Second ISP - Jay is currently thinking that it will be Comcast (in some form)
- Assess Pro 5.0 – They are working on collecting the data to move it to a new server (on prem) for now. Matt pointed out that the intent that we have discussed is to implement it in the cloud using IaaS. Jay indicated that he doesn't have the funding to do that. Matt will work with Jay to identify the issues and requirements in order to estimate the cost.

7. School Technology Update

Ryan was not in attendance.

Matt noted that Ryan is interested in having Joe work with him on a network review. Matt indicated that they have had some challenges in several areas. Joe indicated that he and Ryan have a standing meeting scheduled every two weeks. They have had some discussions on segmentation and access control.

Angela noted that there was an email from Mark Purple about a call for budget items for the state budget – one time non-operational expense between 10K and 75K, but the submission was due on March 3. We could not identify anything in particular on the call. Jay will review.

8. Mobile Network Coverage Holes (Cellular Deserts)

Angela sent out a draft of a brochure for citizens to know what they can do if they are suffering from cellular coverage issues. [Doc-A] She walked through the document. A few suggestions were made.

9. Electronic Permitting for the Transfer Station

Matt showed a page from Falmouth [Web-A] showing how another town uses this system. The proposed system includes the cameras and readers and also includes online vending of permits. Matt also showed a brochure for the system [Doc-B]. The system would cost \$25,000–\$35,000 plus annual subscription fees.

10. Tech related to possible regional dispatch center

No specific discussion.

11. Annual Town Meeting Preparation

- Should we do a flyer (physical or virtual)? Angela volunteered to put together a draft of a flyer.
- Brief presentation - Angela will put together a draft of that. Larry will provide input.
- Matt will begin working on a new survey
- Review of tech-related items in ATM Warrant
 - Article 8 - upgrade radios for Police and Fire - how do these relate to the new digital radios that were purchased 4 or 5 years ago and would they be compatible with new regional dispatch?
 - Article 38 and 39 - Items related to the regional dispatch center
 - Article 41 and 42 - 5G related and possible health issues

13. Next Meeting

Tuesday, March 21, 2023

14. Adjournment

Motion: Move Adjournment at 8:45

- **Made by:** Matt **Seconded by:** Joe

- **Discussion:** None

- **Ayes:** Angela, Larry, Will, Joe, Matt **Nays:** None **Abstentions:** None

15. Documents used/presented at the meeting

[Doc-A] A-Citizen WIFI guide.pdf

[Doc-B] B-BonsaiLogicTownHall2472022.pdf

16. Websites displayed at the meeting

[Web-A] <https://falmouthstickers.townhall247.com/>

Minutes Submitted by Larry Samberg