



TOWN OF UPTON, MASSACHUSETTS

Technology Committee

Meeting Minutes

Date: February 1, 2024

Location: Upton Community Center and virtual

A: Call to Order

Having a quorum, the meeting was called to order at 4:02 pm.

B: In Attendance

Committee Members:

- Jeff Boss – not present
- David Brooks, Clerk
- John Daly
- David Lane
- Steven Rakitin, Chair
- Joe Laydon, Town Manager – virtual from 4:30
- Joe Leacu, Director of Technology Operations, Mendon-Upton Regional School District – until 4:20
- Chris Carron, IT Support Engineer

C: Discussion

1. Review and approve agenda

The agenda was approved by unanimous vote of members present.

2. Approve minutes from December 7, 2023

The minutes from December 7, 2023 were approved by unanimous vote of members present.

3. Updates from technical staff

- The new, leased Town Hall is on-site and will be built soon.
- New access points, loaned from the school, have been installed in the same locations as the old ones, and are providing better coverage. Backfilling the school's stock will be determined later.

4. Priority Tasks for 2023-2024

- Steve held a meeting about cybersecurity with the State office for planning municipal and school technology. They liked our Incident Response Plan; Steve and John will review it again and share with the contact in the state. The state can also help with implementing 2FA for the staff who require it, using a grant. Joe Laydon to look into applying for this. We will add an IT checklist for internal staff use.
- We must task RetroFit to verify we can restore from a backup. Chris will work with RetroFit, and check if the contract already specifies that they must do this. It should be done before and after migrating to the new server.
- Steve met with the town attorney about the Charter license expiry. We could use the opportunity to change the pass-through fee, but there seems little incentive as we have no appropriate needs. The attorney will reach out to Charter.
- We are still pursuing with our representatives the idea of Internet deregulation, possibly on the electricity supply model. Mass Municipal Association could provide some backing, but other town managers don't seem to have much urgency.
- David B is still stalled on the Internet troubleshooting guide for residents; he will work with David L on a draft.
- A public information session on online scams, targeted at seniors, will be held in the Community Center on April 2 at 2pm. David B and David L will circulate the invitation to their communities nearer the time.
- A \$9,000 grant for a charging station at the Community Center is held up due to a paperwork inconsistency, but we are sure that can be resolved.
- David B reported that a draft zoning bylaw addressing 5G is ready for the May Town Meeting warrant, subject to Planning Board and legal review.

5. Update on Action Items

1. Joe Laydon to examine the budget for the upgraded APIs: this can come later as we “balance the books” with MURSD.
2. Joe Laydon to follow up with RetroFit on the Town Hal server: done, and being installed.
3. Joe Laydon, Joe Leacu and Chris to set up cybersecurity training for employees: ongoing.

6. Public Comment

No members of the public offered comments.

D: Committee Actions and Action Items

1. Motions were made and seconded to approve the agenda, and minutes of the December 7, 2023 meeting. Both were approved unanimously by members present.
2. Joe Laydon to investigate getting a grant to help with two-factor authentication.
3. Steve and John to meet with cybersecurity contact in the state.
4. Chris to follow up on backup/restore verification.
5. David B to send ideas on a cable Internet troubleshooting guide to David L.

E: Next Meeting

The next committee meeting will be on Thursday April 4, 2024, at 4pm.

F: Meeting Adjourned

Upon unanimous vote of those present, the meeting was adjourned at 4:49 pm.

Respectfully submitted

David Brooks
Clerk