



# TOWN OF UPTON, MASSACHUSETTS

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## Technology Committee

### Meeting Minutes

*Date: September 14, 2023*

*Location: Upton Community Center and virtual*

#### **A: Call to Order**

Having a quorum, the meeting was called to order at 4:23 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
- Joe Leacu, Director of Technology Operations, Mendon-Upton Regional School District
- Chris Carron, IT Support Engineer

#### **C: Discussion**

##### **1. Review and approve agenda**

The agenda was approved by unanimous vote of members present.

##### **2. Approve previous minutes**

The minutes of the previous meeting were approved by unanimous vote of members present.

##### **3. Town Hall Access Points**

Coverage in the Town Hall should be improved by replacing APs with better-performing models. If it works, that would be less expensive than installing new locations. David L has an analyzer and will work with Chris to map weak spots. We will need to apply for funding for the new APs. All town buildings other than the Community Center should also be checked.

#### **4. Town Hall Server update**

After reviewing four options presented by RetroFit, an option for a 5-year lease of an on-prem server was selected as being most cost-effective for now. The Public Safety servers are still adequate; the police chief is open to switching to a cloud solution later.

#### **5. Update on Action Items**

1. Air Print installation is almost complete.

#### **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 previous meeting. The motions were approved unanimously by members present.
2. David Lane and Chris to coordinate on mapping signal strength in town buildings.

#### **E: Next Meeting**

The next committee meeting will be on Thursday October 5, 2023, at 4pm.

#### **F: Meeting Adjourned**

Upon unanimous vote of those present, the meeting was adjourned at 4:37 pm.

Respectfully submitted

David Brooks  
Clerk