

MINUTES of the JOINT MEETING of the TECHNOLOGY COMMITTEE and TOWN BOARD

April 23, 2024

CALL TO ORDER by Chair John Ringhofer at 6:01 pm

STATEMENT OF PUBLIC NOTICE read by Chair

ROLL CALL: Chair John Ringhofer, Anton Rang, Teri Kelly, Joel Skinner, Mary Tyson, Theresa Johnson

PLEDGE OF ALLEGIANCE recited

ADOPTION OF AGENDA: **MOTION** to adopt the agenda (Rang/Ringhofer). **Motion carried.**

APPROVAL OF MINUTES: Technology Committee Minutes of 2-27-2024 and 3-26-24 Meetings: **MOTION** to adopt the Minutes from the February 27, 2024 meeting (Rang/Tyson). **Motion carried.** **MOTION** to adopt the minutes from the March 26, 2024 meeting (Rang/Ringhofer). **Motion carried.**

PUBLIC COMMENTS

ITEMS FOR DISCUSSION and/or ACTIONS BY COMMITTEE

1. Ongoing Items

- Google Drive/Shared Storage Solution
 - Synology: John Ringhofer spent time reviewing the Synology. John will call Tim Whiteside to talk about security and account issues. John also stated that he was able to view a Word document without having Word installed.
- Password management: Discussed the Clerk's access to Town emails. Clerk has the ability to access these emails as admin. The Google Drive Town account has 10 users, which Clerk is able to maintain. Discussed the need for a password criteria policy. One example: if a service does not meet our password criteria, the Technology Committee, and then the Board, should approve. Discussed what the best criteria should be for passwords (differentiate between temporary and permanent passwords, multi-factor authentication, etc.)
 - Password storage: Discussed the different types of repositories and the pros and cons with each. Will take
- QuickBooks Desktop: The QuickBooks Desktop subscription had expired and the Board approved renewing the subscription to QuickBooks Enterprise Desktop Gold Edition. It has been installed.
- Spam Emails and Procedure: Discussed spam emails and future blocking of spam emails. Clerk will ask Tim Whiteside about a global email blacklist or blocking service.
- Town Hall update: Town Hall building bids will be opened on April 25th. No other news at this time.
- Website Update: Clerk discussed adding all forms to the website. Discussed the "contact us" button which is apparently not working.
- Review IT Budget: Nothing new to report at this time.

RECOMMENDATIONS TO TOWN BOARD: None

ITEMS FOR NEXT AGENDA: Google Drive password management, spam emails, Town Hall update, Website update

DATE OF NEXT MEETING: May 21, 2024

ADJOURNMENT: **MOTION** to adjourn at 6:56pm (Tyson/Ringhofer) **Motion carried.**

Minutes submitted by Teri Kelly

5/15/2024 2:48 PM