

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

**June 25, 2024 - 6:00PM**

CALL TO ORDER by Chair John Ringhofer at 6:03 pm

STATEMENT OF PUBLIC NOTICE read by Chair Ringhofer

ROLL CALL: Chair John Ringhofer, Anton Rang, Teri Kelly, Theresa Johnson, IT Consultant-Tim Whiteside

PLEDGE OF ALLEGIANCE recited

ADOPTION OF AGENDA: **MOTION** to adopt the agenda for the June 25, 2024 meeting (Rang/Kelly).

**Motion carried.**

APPROVAL OF MINUTES: Technology Committee Minutes of 5-21-2024 Meeting: **MOTION** to approve the Minutes from the May 21, 2024 Technology Committee meeting (Rang/Ringhofer). **Motion carried.**

PUBLIC COMMENTS: None

ITEMS FOR DISCUSSION and/or ACTIONS BY COMMITTEE

1. Ongoing Items

- Password management: Anton Rang presented the draft Password Policy. Discussed password complexity. Clerk will create a list of all Google Drive users and the devices they use. Will keep this on the agenda.
  - Password storage
- Google Drive/Shared Storage Solution:
  - Synology: Discussed the Technology Committee using the Synology. The question was asked about disabling the link used to invite the members to the Synology. Discussed an administrator's guide, creating user accounts, two factor identification. Discussed having the Clerk obtain information from all the members of the committees to find out what the members have for devices. Tim White will prepare a quote for building out the file structure and the credentials, as well as the security strategy and security architecture that we will use for Synology. He will also include in the quote the membership cost for One Pass.
- Spam Emails and Procedure: Tim W. discussed the current spam email filter and procedure in place for spam emails.
- Town Hall update
  - IT Quotes: Discussed the AV company installing all of the TVs in the new building. Discussed the quotes that Tim provided. Discussed the corner cameras and how they work and transmit data. These are essentially 4 cameras in one and you would see 3 views. Discussed the proposed amount of security cameras for the new building, as well as the amount of storage space for the recordings. Discussed receiving revised quotes and a down payment upon approval of any quotes.
  - Discussed the server location in the new building and the need for a shelf in the IT Room.
- Website Update: The website is still being updated. Nothing new to report at this time.
- Review IT Budget: Discussed the current IT budget and expenses.

RECOMMENDATIONS TO TOWN BOARD: None at this time.

ITEMS FOR NEXT AGENDA: Carry over all except for spam emails. Add AV quotes under Town Hall update

DATE OF NEXT MEETING: July 30, 2024

ADJOURNMENT: **MOTION** to adjourn at 7:21 pm (Rang/Ringhofer). **Motion carried.**

Minutes submitted by Teri Kelly