Date: October 18, 2018

Date Minutes Approved: February 20, 2019

IT STEERING COMMITTEE

Present: John Quincy Adams, John Antonucci, Julia Adams, Alex Chin, Lt. Chip Chubb, Kathleen Glynn, Cheryl Lewis, Mary Beth MacQuarrie, David Madigan, René Read, Capt. Rob Reardon, Mike Woodford

Absent: Mike Mahoney

Staff: None

CALL TO ORDER: The meeting was called to order by Kathleen Glynn, Co-Chair, at approximately 8:30 am.

NEW BUSINESS:

RFP Process:

Qualification based RFP (RFQ)—Scott Lambiase will send templates
- Build out 4 areas of concern
- 4 Individuals would look at RFPs and score them and get back to group. Discussion that due to the various groups on the community have everyone look at the proposals and rank them.
- All work together on a template for qualification statements
- KG Will email out specification template—Members will email her back qualification statements
- After the RFQ goes into the Central Register, (14 day minimum out in marketplace)
- RR will put in place holder for March town meeting just in case we need more money for the study.

Discussed the need for network security testing:
- Mary Beth and Mike have both signed up with Aquity for free testing
- There is a backlog
- Look at other free options from vendors while waiting

AC--John Moynihan, Minuteman contact offers free security testing

Jeffrey Ziplow
Lindsey Donato
Blum Shapiro Consulting

What shared services would mean to this community? And if put forward what would it look like successfully.

Project Goals and Objectives—
- Analyze current operations
- Evaluate current positions
- Evaluate how work within dept and organizations
- Evaluate/compare salaries/benefits
- Operational/organizational framework that meets the needs of Municipality and School district
- Develop an implementation plan
- Similar project with Andover—interviewed/surveyed community members
- Community member service would impact how you deliver services
- Project overview and approach—
- How, If and Should we not merge
- If the goal is head cutting, it won't work
- People drive it

- ROCC Question as part of study
- Key success factors
- Deliberate conversations (governance) of priorities
- Common vision
- Centralized Tech Committee provide resources/determine projects (joint decision)
- MOU—what affect does capital projects have? Needs to be more formal
- Continue to improve services

Next Steps: RFQ development

Next Meeting: November 28th, 2018

MINUTES: Kathleen motioned to approve the 10-18-2018 minutes. David approved. Alex seconded.

ADJOURNMENT: At approximately 10:30 a.m., Alex moved to adjourn. Seconded by Rob Reardon. Vote: Unanimous.

Minutes submitted by Cheryl Lewis