BOARD OF SELECTMEN MEETING - Tuesday, July 11, 2017 6:02 P.M.

PRESENT - James Consolati, Matthew Puntin, & Michael Curtin
Others present - Molly Curtin-Schaefer & (see attached list)

Mail was read, treasury warrants were approved, and previous minutes were approved.

PUBLIC COMMENT:

NONE

HIGHWAY DEPARTMENT: Noah Choquette addressed questions from the last Selectmen's meeting. McCarty Road Culvert, is not done but very close. He has been completing maintenance on the dirt roads. McCarty Road site is secure and the road is safe and passable. He should be back to McCarty Road in approximately 2 weeks. Other projects like windmill and grading have taken up some time.
He stated dirt roads are a maintenance problem requiring constant work. 2 days before the last meeting some ditches were cleaned out. He stated if someone sees a ditch plugged they should call the highway department and not to wait until a Selectmen's meeting.
Distributing fire wood, the highway department does not deliver. If anyone wants wood they should pick it up. Trees usually disappear within a week and can be taken by anyone. The Board is comfortable with this current procedure on wood.
It was suggested that the Closed Roads in the winter not have a pile of snow in them until after January 1. Highway Equipment and supplies that are in the Highway Department yard will be moved to the Transfer Station on Friday and brought back on Monday. The only piece of equipment that will be in the yard is the Town pickup truck.

MAIN ROAD CULVERT: This will be put out to bid for possible work this Fall.

CRACK SEAL: Main Road toward Otis, Goose Pond Road, and McDarby will be the roads that will be crack sealed.

WEBSTER ROAD: Noah Choquette stated Webster Road was the worst road on the road inventory list. It was approved that Noah bid out Webster Road for 2 inches of binder to be laid by this fall so its plowable and also alternate bid to pave the dirt hill on top of Webster and go past Margus to the turnaround near them. (Approx. 1K feet and approx.. 18 feet wide) Over the next five years cross & catch basins, retaining walls etc. type improvements will be worked on. When completed with all improvements, a top coat will be laid.

HOUSING TRUSTEES: James Consolati will be the Selectmen appointed to the trust. Unanimous.

POLICE OFFICERS: The Board asked Chief Holian what his needs were. He asked that Victoria Sorrention, Joseph Delmolino and Donald Hopkins III be appointed. He also asked to add another part time police officer to the department this fall. He stated he uses the part time police for patrols outside his hours, and other events as they may arise. Joseph Delmolino is a traffic officer only and the Town spends no money on Mr. Delmolino. Officer Sorrentino and Hopkins have full time jobs so their patrols are limited. After a brief discussion James Consolati made a motion to appoint Victoria Sorrentino,

Joseph Delmolino and Donald Hopkins III. Matthew Puntin seconded, Michael Curtin Nay. Motion carries.

A discussion ensued regarding the $5.00 administration fee that deducted from an officer, when working for Massachusetts Highway. The police department implemented this policy years ago to help defray the cost of administration and billing paperwork that is prepared in the town office and sent out for any detail that is worked. Chief Holian stated it is not legal to collect $5.00 from police details when an officer works for Massachusetts Highway. The $5.00 is no longer deducted from the officer's detail. (Mass Highway does not pay the normal 10% administration fee that private companies are charged for administration on details)

Chief Holian asked the board if there were any other issues or concerns with the police department. The Board had no other concerns. James Curtin asked about civilian flaggers. Matthew Puntin outlined the laws on civilian flaggers and are usually hired by construction companies. The flaggers cost more than a police officer handling a detail.

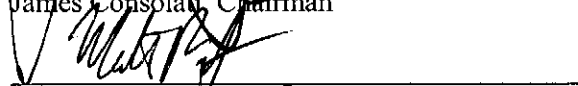**CABLE WAIVER LETTER**: See attached letter

A workshop will be held on July 25 at the Town Hall, this is to coach the Selectmen to get a cable license from Charter. All Town's signed up with Charter will be at this meeting. 2 attendees from each town.

CONSULTANT FOR IT: James Consolati updated the Board on the Town's IT infrastructure We had an assessment performed on site by Paragus Strategic thru the Hampshire Council of Governments. See attached letter for the recommendations. The Town will move forward with the recommendations starting with the Treasurer and Tax Collector. We will work toward adding a server and automatic backups daily and all systems locked down. Equipment should be replaced every 3-5 years.

FY18 Raises: A discussion ensued regarding the percentage of raises. James Consolati prepared a spread sheet and cost analysis for 3, 4, & 5% raises. The Medical Insurance deductibles have increased and James Consolati proposed a 5% raise for full time employees who are eligible for health insurance. It was voted unanimously part time employees receive a 3% raise. After a brief discussion James Consolati made a motion that health insurance eligible employees (full time) receive a 4% raise, Matthew Puntin seconded, no opposition.

Adjourned 7:28

James Consolati, Chairman

Matthew Puntin, Clerk

Michael Curtin, Member

Assessment – Tyringham MA

The Town of Tyringham is a small township in southern Berkshire County, Massachusetts. Molly Curtin-Schaefer, Town Administrator, along with Selectman Jim Consolati and Administrative Assistant April Curtin, requested an assessment from Paragus IT via the Hampshire Council of Governments. Their town will be getting high-speed internet in the near future and a need for a business-level infrastructure and security will be realized.

The assessment was performed onsite at the Town Hall building on May 25, 2017, which also includes the local police station. Any other town locations were outside the scope of physical examination. The only building in town currently served with fiber internet, the library, was also not included in this assessment. Onsite physical access was limited to the town office. The police department server and associated infrastructure was unavailable for review.

Basic internet to town hall is currently by a microwave link over the mountain to Albany, NY via Mid-Hudson Cable. The town hall is the physical termination point for the "middle mile" fiber internet connection physically present from Massachusetts Broadband Initiative, but is unused by the town (the Library does utilize it). The township is in the process of approving "last-mile" service for residential and business internet service by Charter, and hopes to begin rolling out service in the next two months, per Selectman Consolati. The Town Clerk has a dedicated, state-provided PC and fiber connection for voting results and other official information; as this device is not owned by the town it similarly falls outside the scope of this assessment.

There are no servers, domain, or wired network switches present in the town hall. The Hughes modem for the microwave link is connected to an Asus AC1750 Wi-Fi router, which provides Wi-Fi for the office and police. Individual computers are all of a different make, model, and operating system. Each computer has been individually purchased for the user and no commonality or standard configuration exists. Printers for most users are USB printers and there is a large, (leased) multi-function machine for shared use and faxing provided by MacFarlane of Pittsfield. Email is currently hosted by BCN, and the town webpage is hosted by VirtualTownHall.net.

Reviews:

Multiple PC workstations are running on operating systems older than Windows 7 – specifically, Windows Vista and Windows XP, which are no longer supported by Microsoft as of April 2017 and April 2014, respectively. These operating systems do not receive security patches and updates and are considered a significant vulnerability. At the time of assessment, at least three computers were known to running Windows XP, per a spreadsheet presented by Tyringham staff at the meeting, leaving any town data stored on these machines at serious risk. Additional, the presence of these operating systems suggests that these workstations are likely over ten years of age. In a commercial setting, workstation replacements are recommended at the three-year mark and are typically implemented by the fourth year. After year four the odds of a critical component failure increase significantly every six months.

With Tyringham computers not on a Windows domain, no security policies can be enforced or standardized. There are no mechanisms to enforce password length or complexity, or to ensure that passwords are rotated on a recurring basis to prevent password sharing. Many users' computers do not have any passwords at all, essentially allowing any potentially unauthorized user access to town files.

The IT infrastructure is not explicitly physically secured, as there is no server or networking closet to lock. The existing Microwave modem and Asus router are located on a shelf over the Town Administrator's Desk. There are no dedicated HVAC or electrical circuits for core infrastructure components, though the IT equipment and Town Administrator's computer are plugged into an APC UPS under her desk. The town hall building does have a backup generator.

The wireless security shows opportunities for improvement. While the guest wireless network does not allow access to town computers, it also is completely open and unsecured with any password. As a result, the town's limited bandwidth could potentially be siphoned off by anyone within 100 yards of the building, substantially slowing the network for town use or even causing a complete building outage.

Data backups are also a significant source of concern. As town staff data is not stored centrally, the security and integrity of any data cannot be monitored or verified to ensure complete coverage. Some users are using Carbonite, some external hard disks or thumb drives. Importantly, it was observed with at least one user that their perceived backup drive was not even working.

With the upcoming rollout of high-speed internet for the Town of Tyringham, this will open up the opportunity for users who do their jobs from home to remote into a Domain at the town hall, via an SSL VPN or Remote Desktop, and save their town-related files there, for backup and security.

Recommendations:

Based on these findings, Paragus recommends purchasing new server hardware with an absolute bare minimum comparable to a Dell PowerEdge T330 Tower. Minimum specifications:

- Xeon Processor
- 64GB of RAM
- Hard Drives – 5 Drives with adequate space based on need in a RAID 10E configuration. The RAID 10E is recommended because it would allow up to two drive failures with no data loss and provide a hot-swap spare. This recommendation is because of age of existing server and assumes a similar lengthy service need.
- Redundant and fault tolerant wherever possible (dual power supplies, network adapters, etc.)
- Robust backup and recovery implementation

Alternately, a dedicated Network Attached Storage (NAS) device could be considered to centrally store town data for backup, however this device would not allow for the implementation of any centralized management or security.

Additionally, Paragus recommends the following:

- Setting up a Windows domain to enforce standardized security settings, store users' data, and enable secure remote access to town systems
- Purchasing a commercial-grade firewall capable VPN access for remote users
- Securing guest wireless access with a rotating password
- Joining all computers to the domain to significantly improve security and consistency across the network
- Implementing a managed antivirus solution to ensure all workstations are protected and up-to-date

BOARD OF SELECTMEN / BOARD OF HEALTH

Date: July 11, 2017

Time :   Name:

6:00   Noah Croquette

Suzanne Delmolino

JOSEPH A. DELMOLINO

Patrick J. Holian

Mark J Curtin

J.J. Curtin