Opening:
The Information System Advisory Committee was called to order at 8:02 PM on Monday, December 9th, 2019 at the Grandview Farms Meeting Center by Gerald Beuchelt.

Present:
Gerald Beuchelt, Chair
David Hughes
David Miller
Steven Morin
Philip Pascale
Robert Nevfeld
Daniel McCormack
José DeSousa
Robert Cunha
Glen Mills
Joseph Bongiorno
Steven Nawoichik
Kent Moffatt
Melinda Beuchelt, Secretary (nonvoting)

Approval of Agenda:
The agenda was unanimously approved as distributed at 8:04 PM.

Approval of Minutes:
The minutes of the previous meeting were unanimously approved as distributed at 8:05 PM.
Old Business

Establishing a standing committee

The committee determined that in order for a standing committee to be established a section must be added to the general bylaws. The committee aims to submit a proposal for the May Town Meeting.

New Business

Establishing a standing agenda

The committee decided to establish a standing agenda for all future meetings. The agenda of future meetings will be as follows:

1. Roll call
2. Public participation (if applicable)
3. Approval of minutes from the previous meeting
4. Approval of / additions to the agenda
5. Action item review
6. Discussion (specifics to be published in advance if known in advance)
   a. Report from town IT
   b. IT governance updates
   c. Old business
   d. New business
7. Executive session (if applicable)

The committee voted unanimously at 8:30 PM to use this agenda at all future meetings.

Control exception process

The committee determined that the town currently does not have a control exception process.

Content development for January town meeting

The committee decided that members of the committee will send prospective content to Gerald Beuchelt before the January 13th, 2020 ISAC meeting. (A) member(s) of the committee will talk to town meeting members about the committee’s work at the January town meeting. The committee may hold a public informational session after the January town meeting.

Town meeting submission strategy (for the prospective bylaw change)

The committee decided to give an executive summary of the committee’s work at the May town meeting and provide informational material to town meeting members. An informational meeting will be held before the May town meeting for town meeting members interested in knowing more about ISAC’s work now and going forward. The
committee will recommend creating a standing committee to replace ISAC and emphasize the persistent nature of the issues addressed by ISAC.

**Procurement**

The committee discussed the importance of ensuring that, given the IT team size, the town tries to have only one product for the town, schools, and police to allow the IT team to understand the products being used by the town.

The committee discussed the relative advantages and disadvantages to buying products in bulk for years versus having subscriptions. Buying in bulk may be less expensive. Having subscriptions for cloud services transfers some/most risk to vendors, eliminates legacy products, and constant cashflow serves as a reminder that the town must constantly invest in security.

**Disaster recovery**

The committee indicated that in order to recover from data loss, the town must get rid of legacy products, have backups of most/all information, and create a documented process for recovery.

**Compliance**

The committee discussed various standards of compliance the town must adhere to and their relative rigor:

- MA standards: minimal
- FBI standards (police department): more in-depth

The committee suggested having an outside audit use government standards to hold the town to a high standard.

**Governance**

The committee discussed the problems with the IT team’s scope of power: they cannot tell, for example, the police department or the library what to do. This can cause problems if one department has security issues because the town has joint networks but no joint governance. The committee recommends the town develop an isolation process for these departments not under IT’s governance or a governance process to resolve differences in opinions on shared network.

The committee also discussed the importance of making sure everyone operates in the same way according to the same rules because people tend to make exceptions for themselves.

**Other topics**

The committee voted unanimously to have the next committee meeting on Monday, January 13th, 2020.
Action Items

- **Gerald Beuchelt:** add citizens and employees to potential attack targets
- **Robert Cunha:** update the first slide of the presentation shown on the October 1st meeting to include information about known and unknown asset management
- **Robert Cunha:** share PCI SAQ A information
- **José DeSousa:** find Bank of America kill chain example; summarize it for the November 4th meeting and the presentation for town meeting.
- **All:** work to summarize and create presentations about possible vulnerabilities for the town meeting presentation
- **All:** get information that may be relevant to future committee discussions and/or town meeting presentations

Adjournment:
The meeting was adjourned at 9:30 PM by Gerald Beuchelt. The next meeting will be on Monday, January 13th, 2020 at 7:30 PM at the Grandview Farms Meeting Center.