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By Town Clerk's Office at 10:41 am, Mar 08, 2023

DEPT./BOARD: **Information Systems and Security Advisory Committee**

DATE: 1/9/2023

TIME: 7:35 PM

PLACE: **Virtual via Webex**

Meeting Minutes

Present: Vice Chair David Hughes, Jose DeSousa, Joseph Bongiorno, Ben Axelrod, David Miller, Phil Pascale, Bob Cuhna (public)

Absent: Rob Neufeld

Posted Agenda:

1. Public Participation
2. Minutes Approval
3. Cybersecurity Warrant Article for January Town Meeting
4. Cybersecurity Implementation Status & Review
5. Adjournment

Public Participation

None

Minutes Approval

Suggestions for amendments: change “school superintendent” to “school department”

Motion to approve minutes as submitted for 12/12.

Motion carried 6-0-0 without abstention or rejection.

Cybersecurity Warrant Article for January Town Meeting

The article was added to the town warrant on ISSAC's behalf for the January, 2023 town meeting and was reviewed by the Ways and Means committee. The warrant article is funded through free cash and benefits both the school and town departments. The Town Hall 2 subcommittee of Ways and Means will review the warrant article with Joe and Jose from the town's IT department. Although the warrant article benefits the school department, it will not be reviewed by the Education subcommittee of Ways and Means.

Motion to support warrant article.

Motion seconded and carried, 7-0-0 without abstention or rejection.

Cybersecurity Implementation Status & Review

The town had allocated funding for implementation of an inventory service, and its status is that there is a process that evaluates system security on a regular basis, which was installed in September. The issues are triaged, prioritized and addressed in accordance with the priority.

The training status of departments is most in the 46-50% range, with meetings to come on improving completion rate. We can bring key stakeholders into the next meeting for more participation if we get grants; this depends on whether the training is state-approved or not. There may be other variables to

tweak to try and increase participation rate, because this training helps keep the town safe and even *personal* data safe.

Vice chair (David Hughes) chairs the meeting once the chair (Steve Morin) leaves.

The deliverable for an action plan is part of the work order for each department as well as town-wide; those departments that are really ahead in participation will likely have plans after the project is completed. The groundwork will be in place for the remaining departments to complete their plans. At the end of this exercise, we'll have a plan, but it isn't a one-time plan; the intent is that it will need to be revised every year.

The assessment will be in the form of lists for baseline cybersecurity practices to guide each department toward focused and actionable items. These lists will be detected/formulated for each individual department, since there are multiple attack vectors: an email, a phone call, an external device – all it takes is one single infected computer on a town network. The results of this assessment will tell us a lot and aid decision making on resources. In the near term, staffing will be needed to assist with system knowledge, rollout of software packages, and distributing the cybersecurity action items around department heads.

Adjournment

Meeting adjourned unanimously, 6-0-0, at 8:26 PM.