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TOWN OF BURLINGTON

Meeting Minutes

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Minutes need to be posted within 30 days or 2 meetings of the board – Draft minutes can be posted and revised at a later date

DEPT./BOARD: Information Systems Security Advisory Committee (ISSAC)

DATE: September 12, 2023

TIME: 7:00 p.m. EDT

PLACE: Virtual / Cisco WebEx

MEMBERS IN ATTENDANCE: Joe Bongiorno, Jose DeSousa, Michael Wick, Phil Pascale, Dave Miller, Ben Axelrod, and David Hughes

MEMBERS ABSENT: Nick Priest, Glen Mills, and ex officio member Rob Neufeld

1. Public Participation: NONE

2. Committee Organization

Bob Cunha resigned from the Committee, given the time demands of his position with the Burlington Schools, and was replaced by Jose DeSousa as an official member. The Committee is grateful to Bob for his contributions over the past years.

Brian Benston also resigned from his role as recording secretary to take a position as a 7th grade English teacher in Lowell. The Committee is grateful to Brian for his assistance, and wishes him the best in his teaching career.

The Committee discussed the possibility of changing its standard monthly meeting schedule. The Chairman will investigate the schedule for Select Board meetings to avoid a conflict.

3. Consideration of the minutes for the meeting of August 8, 2023.

No changes were proposed. The minutes were approved by a vote of 6-0-1 (with the abstention by a member who was not present for that meeting).

4. Update on ongoing cyber-related projects

- a) Departmental Incident Response Plans. The consulting firm that is assisting in the development of departmental incident response plans has submitted a 40-page draft plan that requires review and some minor refinement. The working group composed of Burlington school officials has not yet participated





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Minutes need to be posted within 30 days or 2 meetings of the board – Draft minutes can be posted and revised at a later date in the process due to scheduling issues at the start of the school year; possible dates for convening are being reviewed. The outcome of their working group may require additional changes to the draft plan.

The next step in the process will be to develop specific tasks for the Town's leadership team to perform in the event of a cyber incident, such as communicating with the press and government officials, providing updates to the public, and undertaking other tasks as needed to permit the IT team to focus on attack remediation, the restoration of services, and the collection of forensic information to determine the source of the issue. The Committee will assist in recommending appropriate actions. Once such plans are in place, the Committee will recommend that the Town start at least annual rehearsals to test every entity's readiness for attack response and recovery.

- b) Building a Culture of Cybersecurity Awareness. The Committee discussed an article circulated by Phil Pascale, which emphasizes that the best way for organizations "to improve their cybersecurity posture is to make cybersecurity awareness a core focus at every level." The Committee will recommend ongoing steps to embed cybersecurity awareness in the daily performance of all Burlington employees.
- c) Cybersecurity Awareness Month (October). Unfortunately, the Committee was not able to organize events or encourage the creation of a plan to capitalize upon the focus provided by National Cybersecurity Awareness Month. Focused events require significant planning efforts; the Committee will work towards appropriate plans for 2024.

5. New Topics

In response to questions raised by a Committee member after the August meeting, the Committee discussed matters relating to the installation and updating of software on computing devices owned by the Town and connected to the Town's network. The Town's safeguards in this regard seem well thought-out and thorough.

The Committee also discussed the need for an executive session, possibly for the November meeting.

With there being no further business or discussion, a motion was made and seconded to adjourn the meeting, which motion passed with a vote of 7-0-0.

The meeting adjourned at 8:45 p.m. EDT.

