

## ALMOND TOWN BOARD SPECIAL MEETING

August 24, 2021

THE SPECIAL JOINT MEETING of the Almond Town Board and Village of Almond Board to discuss going forward with the IT upgrade Project was opened at 6:02 pm by Deputy Supervisor Dan Hegarty. Present were Town Board Members: Bryan Snyder, Jo-Anne Freeland, and Town Clerk Julie Phillips. Also present were Village Board members: Mayor John Meehan, Paul Gabriel, William Lockwood and Village Clerk Teresa Jaycox. Residents present were Rick Torrey and William Ells.

- Dan introduced Patrick Cahill from Integrated Systems and gave a brief synopsis of the proposed IT upgrade.
- Patrick presented additional information about the upgrade and costs associated with it. He answered questions from those present.
- Jo-Anne asked for clarification on the costs involved; initial, yearly and monthly.
- Rick Torrey gave information on his IT background. He addressed those present with his concerns regarding IT policies, security, training, passwords – length of password, complexity and regular changing of such. There needs to be a policy as to who has authority to grants rights for access. He recommended setting up groups instead of individual permissions. He expressed concerns regarding backups.
- Mayor John Meehan expressed he would like an outside IT audit performed. Concerns he has are: who defines hierarchy, Town and Village systems are fractured, age of computer equipment, fees among others.
- Rick Torrey said he is willing to “audit” the current IT system, however he does not have expertise on the hardware side.
- It was suggested to speak with some of the references that were provided.
- Bill asked for time estimate of installing the new system – approximately 32 hours.
- Julie asked about downtime during installation. There will be some downtime but the company will work around scheduling for payroll, etc.
- Jo-Anne asked if the Quote time limit can be extended.
- Dan asked if NYMIR has an opinion on IT compliance. What happens if we get hit by ransomware.
- Sample policies can be obtained from NYS and possibly the AOT.
- Rick Torrey again said that an audit should be done. We need to find out what the deficiencies.
- Julie presented the copy of the self-audit requested by NYMIR.
- There was discussion regarding hacking and ransomware.
- Julie asked about schooling provided by NYSTCA in July. Dawn motioned that Julie attend, Dan seconded, passed with all in favor.
- Rick Torrey suggested again an outside audit. Get the policies from the state. Need hierarchy defined, etc. Everything having to do with the IT system ie procedures, access, etc needs to be documented.
- A motion to adjourn the meeting was made by Dan at 7:05 pm. The motion was seconded by Bryan and passed with all in favor.

Respectfully submitted

Julie Phillips

Town Clerk

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