

**Natick Information Systems Advisory Board  
Meeting Minutes – January 17, 2024  
Virtual Meeting held via Zoom – remote participation**

**ATTENDEES**

NISAB: Hank Szretter, Todd Gillenwater, Larry Drolet, Adam Johnson

Town Government / IT Director: Dennis Roche

Concerned Citizens: Randy Brewer, Natick Pegasus

**AGENDA DISCUSSIONS**

- Quorum: Four Board members present
  
- Minutes of previous meetings – Approved 4-0-0

**IT Director's Report – Dennis Roche update**

1. Phone Project

i. Town Buildings: Completed the last two town buildings in December (The smaller fire stations). All town locations now complete.

ii. School Buildings: We have developed the following schedule for migrating all school buildings. Our goal is to be fully complete with this project by June 30th.

1. February Break - Brown & Kennedy
2. March - East School & Memorial
3. April Break - BenHem & Wilson
4. May - Lilja
5. June - High School & Johnson

iii. The Verification Process

1. Site Visits to survey all phones and build a site map
2. Confirm listing of all DIDs, staff names, and phone extensions.

3. Each school will re-verify all collected data and also review current auto attendant and call flow in place.
  4. Paging Integration: Will confirm best method to deploy and minimize dead zones.
2. Town Network Assessment
    - a. In the early stages of discovery.
    - b. Site visits scheduled with network vendor during the week of January 22nd.
    - c. Our goal is to map out the town network as it exists today so we can discuss our needs and finalize a plan to move forward
3. Preparing FY25 Budget Requests for Town & Schools
    - a. Presenting School IT Budget Request to School Committee Monday January 22nd.
    - b. Waiting to hear when Town IT will be presented.
4. ERate Update for Schools
    - a. Completed the competitive bid process.
    - b. RCN won our internet bid for the school district primary internet circuit.
    - c. Eplus won the bid for both our Firewall and Switch Capital Replacement Projects.
5. Researching Options for New School Website
    - a. Communications Director drafting a new requirements document.
    - b. We will review this document as a team before engaging vendors.
    - c. Established a placeholder in the FY25 budget request.

**Citizen's Concerns:**

**Concerns of members of the Board:**

**Next Meeting of the Board: TBD**

Meeting Adjourned at 5:20PM