



RECEIVED

By Town Clerk's Office at 9:19 am, Jun 13, 2022

TOWN OF BURLINGTON

Meeting Posting

Email Posting to meetings@burlington.org or Bring to the Clerk's Office. Thank you
Notice of Public Meeting – (As required by G.L. c. 30A, c. §18-25)

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

DATE: **2/7/2022**

TIME: **7:00 PM**

PLACE: **Virtual via Webex**

Meeting Minutes

Present: Chair Steve Morin, Vice Chair David Hughes, Ben Axelrod, David Miller, Jose DeSousa, Joseph Bongiorno, Phil Pascale

Absent: Michael Wick, Nicholas Priest, Bob Cuhna, Glen Mills

Public: Rob Neufeld

Posted Agenda:

1. Public Participation
2. Approval of Minutes
3. MIS FY2023 Budget Proposal and Asks
4. Cybersecurity Policy Implementation Status
5. Adjournment

Chair Steve Morin called the meeting to order at 7:03PM.

David Miller taking notes for this meeting. Steve reported that HR is interviewing candidates for ISSAC's permanent Recording Secretary position.

Public Participation

No public participation.

Approval of Minutes

Meeting minutes from 1/10/2022 were unanimously approved.





TOWN OF BURLINGTON

Meeting Posting

Email Posting to meetings@burlington.org or Bring to the Clerk's Office. Thank you

Notice of Public Meeting – (As required by G.L. c. 30A, c. §18-25)

MIS FY2023 Budget Proposal and Asks

Joe had a slide presentation showing the operating and capital budget proposals for FY2023.

Cybersecurity roles and responsibilities

The first slide listed what the roles and responsibilities would be for a hypothetical Chief Information Security Officer (CISO). These are the things that need to be done to ensure the Town's cybersecurity safety. He highlighted in green those items that the MIS department is already executing and highlighted in yellow one item where the MIS department and the ISSAC are currently working in coordination. The un-highlighted items are the ones that need resources to work on them. Ben asked if this list was, in effect, a job requirements description for a CISO and who would a CISO report to? Rob asked who is responsible for contacting the police, FBI, etc. in case of attack and who leads the investigation? Joe responded to those questions. He said that he and Jose would be responsible for some of the required actions. He reiterated that the bullet items are things that need to be done, and we need to decide who is going to do them - it will not just be one person - we need a coordinated response in case of attack. The list is intended to find gaps in what has to be done, and these are things that need to be done whether or not we hired a full-time CISO. David H. said he and Steve are trying to meet with Select Board member Nick Priest and Town Administrator Paul Sagarino to figure out responsibilities.

Operating budget requests

Joe's second slide included the operating budget request proposals. He is recommending the Town allocate \$70K to promote a tech to an Application and System Administrator position, then backfill with a new tech hire. We would not need to hire a CISO. He considered 2 alternative approaches. One would cost \$100K for contracting part-time professional services, the other would cost \$180K - \$240K to hire a full-time CISO. David M. asked Joe to make sure he can defend his recommendation in case someone asked if one of the alternatives would get us to cybersecurity safety faster. Joe did have good justifications for his recommendation. David H. summed it up nicely: "When you're under attack you don't need more generals, you need more troops."

Phil suggested that after Joe shows the first 2 slides he show the first slide again, but this time have those items that MIS can pick up highlighted in a different color. This would help justify Joe's \$70K recommendation. Joe thought this was a good idea.

The committee voted 7-0-0 to support Joe's \$70K recommendation.





TOWN OF BURLINGTON

Meeting Posting

Email Posting to meetings@burlington.org or Bring to the Clerk's Office. Thank you

Notice of Public Meeting – (As required by G.L. c. 30A, c. §18-25)

Joe is requesting \$7.5K for encrypted offsite backup and \$8.5K for security scanning software. There was some discussion about exactly what the Town would be getting with the scanning software, what the workload increase might be for the MIS department, how to handle required patches, and what to do when the scanned software is too old to be patched.

The committee voted 6-0-0 to support Joe's \$7.5K recommendation.

The committee voted 6-0-0 to support Joe's \$8.5K recommendation.

Capital budget request

Joe is requesting \$30K for a dedicated MIS van for maintaining fiber, UPS systems, etc. He provided justifications for such a van. It would be able to be kept stocked with replacement parts and a repair bench in a weather protected environment. He pointed out that there are a lot of sites in the Town that need to be serviced.

The committee voted 6-0-0 to support Joe's \$30K recommendation.

Cybersecurity Policy Updates

Joe reported that with the holidays and January budget work, not much attention was placed on this item recently.

Other Business

None.

Adjournment

Vote to adjourn unanimously approved at 9:10PM.

