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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: ISSAC Charter Subcommittee

DATE: February 17, 2021

TIME: 7:00 p.m.

PLACE: Virtual via Zoom

Meeting Minutes

Attendance:

Members in Attendance: Dave Miller, Phil Pascale, David Hughes

Members Absent: None

Public Participation: None

Posted Agenda:

1. Organize subcommittee: Elect chair, select who will take notes.
2. Decide on next meeting days/times.
3. Begin working on charter.
4. Public participation.
5. Any other business.
6. Adjournment.

The meeting was called to order at 7:07 PM

Dave Miller was elected Chairman by a 3-0-0 vote. David Hughes agreed to prepare minutes of the meeting. The meeting was recorded.

It was agreed that the next meetings would be held at 7:00 PM on February 22nd and March 1st, via Zoom.

Discussion then focused on defining the charter of the Committee, reviewing the advisory activities enumerated in the general bylaw establishing the Committee, and using a sample charter to stimulate thinking.

Subcommittee members were in agreement that the role of the Committee is advisory and does not entail operational responsibilities or approval authority. The activities enumerated in the bylaw were considered from this perspective, with the members in agreement that these activities were phrased in a way that was overly academic and particularly operational, using words such





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Members then agreed to modifications to the sample charter, with further review to be held in the next meeting on February 22, 2021. A copy of the amended sample charter is presented in Attachment A.

By a vote of 3-0-0 the meeting was adjourned at 8:11 PM.

Attachment A.

Town of Burlington

Information Systems Security Advisory Committee (ISSAC)

Committee Charter

The Town of Burlington, Massachusetts is a suburb of the Boston Metropolitan area in Middlesex County, located some 13 miles north of Boston at the intersection of the Route-95/128 & Route-3 Technology Corridor. Burlington is a vibrant community with a residential population of 25,200 and a daytime population of 150,000. In order to provide the community, and its constituents with all of the services provided by the Town of Burlington, the Information Technology infrastructure supporting those services requires constant security vigilance. Most day-to-day operations within the Town rely on the use of these underlying IT systems, and maintaining their security and integrity is essential.

Unfortunately, municipalities are frequent targets of hackers seeking to disrupt municipal operations and extort money for restoring order to disrupted systems. Ensuring the consistent operation of the town's information systems requires a concerted effort on the part of every town employee, each town department and the Board of Selectmen.

Background:

At various times in the past, the Town of Burlington (“the Town”) has convened a committee to advise the Town on measures to help ensure the security, integrity and continuous operation of the Town's information systems. The Board of Selectmen approved new committee appointments in August 2019. At the May 2020 Town Meeting, members approved a warrant article adding the Information Systems Security Advisory Committee (ISAAC, hereinafter the “Committee”) as a permanent standing committee, as defined in the Town's general bylaws (Article V, 1.5).

Mission:

The purpose of the Committee is to advise the Board of Selectmen and Town leadership in general on measures that should be taken to ensure the security, integrity and continuous operation of the Town's information systems and the unimpeded delivery of services to the Town's citizens and business community, with a specific focus on the following areas to ensure information security, data integrity, and business continuity:

- Preparation for and prevention of a cyberattack
- Attack response and mitigation
- Post -attack recovery measures.





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In fulfilling its mission, the Committee shall review the Town's information security plans, the existing computing infrastructure and operational plans, and overall security posture, and in general act as an advisory body for cybersecurity issues raised by Town officials and citizens. In doing so, the Committee shall recommend best practices and specific actions for all town employees and departments, advise on appropriate metrics and plans to regularly monitor and improve performance with respect to those metrics, advise on emerging cybersecurity threats and measures to thwart them, and recommend actions to all Town citizens and businesses for the protection of their respective computing resources and data, among other things.

Membership:

The Committee is composed of nine (9) voting members, four (4) of which are Town employees who are fully or partially responsible for information systems security or can represent the position of their Town department to the Committee, one each from Town administration, public safety, the school department, and the library, with the remaining five (5) members being Town residents with a deep knowledge of cybersecurity issues, all appointed by the Board of Selectmen.

Operation:

The Committee reports directly to the Board of Selectmen and shall meet monthly. Its role is advisory in nature, and does not entail any operational responsibility, which remains with the Board of Selectmen and Town departments. To be effective, it is essential that the Committee maintain close working relationships with all Town supervisory bodies.

* * * * *

As a point of comparison, the general bylaw enumerates the following activities as within the Committee's advisory role:

“The Committee's responsibilities shall include any oversight activity, under the supervision of the Board of Selectmen, that impacts information system security and privacy. Such activities shall include, but are not limited, to:

- Developing a mandatory information systems governance policy that applies to all information systems used by the Town to conduct Town business to be adopted, approved and enforced by the Board of Selectmen
- Ensuring the creation and periodic updates of a security threat model to analyze potential issues affecting new and existing information systems
- Providing recommendations to reduce likelihood or the impact of a successful attack
- Overseeing the development and periodic testing of effective business continuity and disaster recovery measures
- Assessing and recommending for approval a set of priorities on future security initiatives
- Ensuring integration of relevant information from regulatory organizations and standards bodies such as National Institute of Standards and Technology, Homeland Security, Commonwealth of Massachusetts and others as appropriate; and





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- Reporting annually on Committee activities and recommendations (to the) Town's supervisory bodies and department heads.”

