

Town of Pomfret Select Board Meeting Draft Minutes  
December 15, 2021

Present: Emily Grube, Steve Chamberlain, John Peters, Chuck Gundersen

Public: Ben Brickner (ZBA, Auditor), Jim Potter (Road Foreman), Ellen DesMeules (Treasurer), Kevin Rice (Fire Chief), Cathy Peters, Marge Wakefield (Trustee of Public Funds), Neil Lamson (Lister), Cynthia Hewitt (SB Asst)

1. The meeting was called to order at 6:12 m.
2. No public comment
3. Steve moved and John seconded the agenda be approved as written. Motion carried.
4. Recurring items:
  - a. Steve moved and John seconded approval of 12/01/21 minutes. Unanimous vote.
  - b. Warrants

22054	\$13,666.04	Payroll
22055	31,389.51	A/P

Steve moved and John seconded approval for payment. Unanimous
  - c. Road Foreman's Report  
On behalf of the crew, Jim thanked the board for the gift cards.  
They will be cutting and removing dead trees and keeping up with vehicle maintenance
5. Items for Discussion or Vote
  - a. Cloudland RFP –After discussion and editing, Steve moved and Chuck seconded approval of the RFP. Motion carried. This will be posted on Vtrans bids, Pomfret Website, and sent to contractors
  - b. Sergeant Claude Weyant from WCS joined the meeting to discuss the LEAD (Law Enforcement Against Drugs) program to be presented to 5<sup>th</sup> and 6<sup>th</sup> Grade students over a 10-week course. He did not believe the program time should be taken out of regular patrol time. The Boar agreed and suggested the PVS should be paying for the time. Claude will follow up.
  - c. Winter Maintenance Policy – discussion postponed
  - d. Cyber Security – Ellen feels we are doing the best that we can. After consultation with DataMann she submits the following report/suggestions:

From: Chris Baden <cbaden@datamann.com>  
Sent: Thursday, December 16, 2021 2:40 PM  
To: Becky Fielder; Ellen DesMeules  
cc: Datamann Support Team; Datamann Hardware Support  
Subject: TOP - Security Summary

Thank you for the phone call on yesterday about cybersecurity, We wanted to go over a few things in an email. First let us explain what security measures are already in place.

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As we had mentioned you already have a firewall, which is a SonicWall, and it is up to date with firmware. On all computers you have Bit Defender Antivirus and Antimalware. This is Central managed and is monitored by Datamann. You have two forms of backups cloud and Veeam backups. The cloud backups run every six hours. The Veeam backup is split into two different backups. One is local, happens every 4 hours, and is stored on the server. The other Veeam backup is a USB drive backup, happens every 12 hours, and is rotated with different drives with one going off site. Your servers are in a virtualized environment: This makes it easier to support and protects you from certain attacks.

Now that we have gone over what is currently in place we want to let you know of some changes that we would recommend:

- Spam and Phishing training — Datamann will provide examples
- Migrate all data server roles off of old server virtual server and on to new virtual server. No new equipment required.
- Provide Datamann with Admin access to office 365 so we can do a full security check of the setup. Should be fine.
- Enable MFA on office 365 email accounts
- Tune Phishing and Spam controls in office 365
- Create security polices to protect data on USB flash drives, USB hard drives and cd discs that may be used to transport user data
- Create security checks and balances that will ensure that all financial transactions get approval and more than one set of eyes before being signed off on.

I realize that this is a lot of technical information but if you have any questions or concerns please reach out to me and I will explain it in simpler.

Please let us know how you would like to proceed with our recommendations.

- e. Emergency Regional Management Committee – Chief Rice nominated a new member of the Fire Department, Gordon Modaraj, who is a retired career naval officer, to be the second member of this committee. Chuck moved and Steve seconded this appointment. Unanimous
  - f. Dog Issues
    - i. Bunker Hill dog issue continues. Emily will ask Constable Doug Tuthill to look into this situation
    - ii. Ms. Siebeck requires clarification of her letter. Chuck will take care of answering her questions
  - g. There is one final question to be settled for the Employee Handbook around the issue of Leave of Absence. Chuck moved and John seconded that an employee requesting a LOA would be required to use accumulated comp time and combined time off prior to an unpaid LOA. Unanimous vote
  - h. Repeater Easement – Steve has made progress on this matter. Letters will be drawn up and sent to Stitchell Page for approval.
  - i. Fire Department Budget – Neil and Kevin went through the budget on a line by line basis.
  - j. Town Hall Windows
  - k. Budget
  - l. Annual Report Officer List
6. Meeting Wrap Up
- a. Correspondence
  - b. Review of Assignments – Emily to contact Doug Tuthill; Chuck letter to Siebeck
  - c. Agenda Items for Next Meeting. Winter maintenance
7. Adjournment