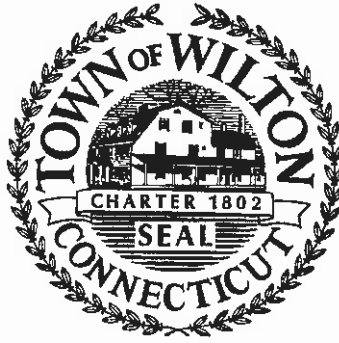OFFICE OF THE
FIRST SELECTMAN

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William F. Brennan
First Selectman

Harold E. Clark
Second Selectman

Ted W. Hoffstatter

Richard J. Dubow

James A. Saxe

TOWN HALL
238 Danbury Road
Wilton, CT 06897

BOARD OF SELECTMEN REGULAR MEETING
MONDAY, OCTOBER 22, 2012
MEETING ROOM B, WILTON TOWN HALL

PRESENT: Second Selectman Hal Clark, Richard Dubow, James Saxe, Ted Hoffstatter   ABSENT: First Selectman William Brennan

GUESTS: Sandy Dennies, Jeff Ziplow (Blum Shapiro), Alex Ruskewich, Jan Andras

OTHERS: Joan Lownds (Bulletin), Matt Kiernan (Villager)

Mr. Clark called the meeting to order at 7:32 p.m.

A. Consent Agenda

Upon motion by Mr. Dubow, the consent agenda was unanimously approved as follows:

Minutes
  • Board of Selectmen Regular Meeting Minutes – October 09, 2012

B. Discussion and/or Action

1. Blum Shapiro Report – Town of Wilton IT Risk Assessment & Recommendations
   Mr. Jeff Ziplow of Blum Shapiro noted that the full report is available on the Town's website. He gave a presentation of the highlights of the Report (attached).   Mr. Saxe reported that the networking committee recommends, regardless of which option is chosen, that: 1) we should prepare a comprehensive disaster recovery and business continuity plan; 2) this plan should be tested; and 3) the Schools and Library should move back-up to an off-site location.

Mr. Alex Ruskewich, resident, questioned the need for all computer stored information to be restored immediately in a disaster recovery operation. Certainly public safety information would be important but he suggests finding out what information could wait for 5-7 days to be restored in order to reduce capacity and cost.

2. Registrars' Presentation – Voter Districts

The Registrars are providing training for poll workers this evening and could not be present. Attached is a copy of their written report.

3. Capital Improvement Projects – Status Report

Mr. Dubow reported that the steering committee met on 10/17 with the main focus on the Hoffman Architects report on the Comstock and Middlebrook School roofs. Both Hoffman and Turner Construction have been asked to prepare independent cost estimates. The Middlebrook auditorium seating has been installed. The Miller-Driscoll forensic analysis has been completed and we should receive copies soon. Regarding the greenhouse at Comstock, the Hoffman analysis indicates that there are no emergency issues, therefore, this project will be presented for the FY 14 budget.

4. Appointment to Board of Assessment Appeals

Mr. Hoffstsatter moved to appoint Mr. Ernie Loser as a member of the Board of Assessment Appeals for a one year term. Motion seconded and unanimously carried. During a revaluation year, the statutes allow Towns to appoint additional members due to an increase in the number of appeals.

5. Miscellaneous Other Business

Meeting Calendar - Ms. Dennies distributed copies of the draft budget calendar and asked that Selectmen review and coordinate with the BOS meeting calendar for 2013.

Alarm Ordinance – The current ordinance was enacted in 1998 and the billing has been done with a DOS system. Amendments will be necessary so that we can move the billing to the new computer system. This will be coming to the Board of Selectmen at a future meeting.

D. Reports

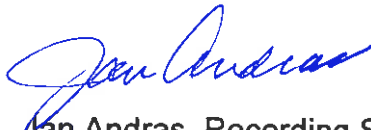1. First Selectman's Report: Not present

2. Selectmen Reports –

Mr. Hoffstatter - reported that he and Mr. Saxe met with a group of citizens from Thunder Lake and Dumplin Hill Roads about their concerns regarding the proposed Norwalk River Valley Trail. They feel that any maps showing the possibility of the trail system in their area will affect their property values. Mr. Saxe pointed out that this project is still in the concept stage and he is confident the issues will be addressed.

Regarding the proposed Noise Ordinance, Mr. Hoffstatter stated that some remedy should be sought even if there is only one citizen with a problem.

Mr. Hoffstatter met with the Wilton Youth Football group to talk about the possibility for field improvements at Middlebrook School.

Having no further business, the meeting was adjourned at 8:45 p.m.

Jan Andras, Recording Secretary

Attachments:

Blum Shapiro Presentation
Registrars Presentation

Presentation For:

Town of Wilton

Information Technology Risk Assessment

Findings and Recommendations

October 22, 2012

BlumShapiro

Accounting   Tax   Business Consulting

The passion to unlock potential

TOWN OF WILTON–AGENDA

I. GOALS AND OBJECTIVES

A. Identify potential risks of the Wilton's Town, Public Library and Public Schools infrastructures and other related IT areas.

B. Review documented policies, procedures and protocols related to the IT operations of the Town, Public Library and Public Schools.

C. Review and evaluate critical IT areas including: data backup, disaster recovery and business continuity.

D. Review and evaluate the BVH report as it relates to the IT infrastructure risks.

E. Develop findings and recommendations.

II. FINDINGS – GENERAL OBSERVATIONS

School District

- No documented Disaster Recovery/Business Continuity Plan
- Selected areas have backup generator power
- Approximately 3 TB of information to be backed up
- Backups are not taken offsite
- School District has some fiber connectivity-Cider Mill, Middlebrook, Comstock, Driscoll*

Library

- No documented Disaster Recovery/Business Continuity Plan
- No backup generator power
- Approximately 511 GB of information to be backed up
- Backups are not taken offsite
- No external fiber connectivity

Town

- No documented Disaster Recovery/Business Continuity Plan
- Backup generator power at Town Hall, Police and Fire
- Approximately 1.4 TB of information to be backed up
- Backups are stored offsite and in the Cloud
- Fiber connectivity to Police, Fire and Annex
- Some failover capabilities using Vmware and Siris backup device

II. FINDINGS – SUMMARY OF OPERATIONAL RISKS

School District   Library   Town

IT Weaknesses

1. Backups not being taken off-site and stored securely

2. Regular testing of data backups not being performed

3. Inability to quickly recover in the event of loss of equipment

4. Inability to quickly recover in the event of a significant power disruption/outage

5. Limited infrastructure connecting the three entities together

6. Lack of a coordinated "game plan" to recover from a significant event

Legend

Low Risk

Moderate Risk

High Risk

III. SUMMARY OF BVH REPORT

Option 1
(New/Redundant Fiber)

- Create 3 core nodes with redundant Fiber connections (Town, School, Library)
- Each school & node configured for redundant failover
- Each school location will have 2 separate paths to a core node
- Fiber network design to have capacity for disaster recovery operations

Option 2
(Reuse/New Fiber)

- Create 3 core nodes with redundant Fiber(Town, School, Library
- Each school & node configured for redundant failover
- Fiber design reuses existing fiber. Reduces number of fiber strands available compared to Option 1 from 24 to 12
- Does not have same capacity as Option 1
- Fiber network design to have capacity for disaster recovery operations

Option 3
(Reuse fiber; no secondary redundancies)

- Create 3 core nodes with redundant Fiber (Town, School, Library)
- Redundancies for primary nodes only; no redundant secondary nodes
- Limited ability to handle disaster recovery operations
- Limited future growth

III. SUMMARY OF BVH REPORT – KEY BENEFITS

- Fiber provides significant flexibility to maintain multiple business continuity sites (operational centers) throughout the Town of Wilton.

- Fiber promotes integrated solutions between the core areas (Town, School District and Library) and throughout the Wilton community.

  o Unifies the current "islands" (Town, School District and Library).

  o Provides and promotes the ability to share services: software and hardware solutions.

- Implementation of option 1

  o Option 1 can be easily reconfigured to handle almost any disaster.

    o Fiber is a resilient, high speed, secure transport solution for all data types

    o Siris backup solution or VMware can be configured at any remote location

  o Promotes the best redundancy within the Town of Wilton.

  o Mitigates many of the risks previously outlined in this report.

  o Improves connectivity and performance for all three entities.

IV. RECOMMENDATIONS

Select BVH Option 1 to mitigate risks and enhance disaster recovery capabilities.

Develop and implement a comprehensive disaster recovery and business continuity plan.

Introduce procedures to regularly test (monthly/quarterly data backups).

School District and Library should move backup data offsite.

Assuming fiber implementation, spread data backups across the core areas.

Utilize Siris and/or VMWare to enhance disaster recovery/business continuity.

Tina Gardner
Carole Young-Kleinfeld
Registrars of Voters
Telephone (203) 563-0111
Fax (203) 563-0130

Information
U.S. Presidential Election--Tuesday, November 6, 2012, 6am-8 pm

The 2012 Presidential Election, including offices for U.S. Senate, Representative in Congress, State Senate, State Representative, and Registrar of Voters will take place on **Tuesday, November 6, 2012** at all three voting districts from 6 am to 8 pm.

Redistricting Alerts:
- *Three* household alert notifications—sent to all Wilton families with voters.
- Map on www.wiltonct.org
- Wilton Registrars of Voters "Voter Look Up" page on the town website:
- Public speaking & outreach—Kiwanis, LWV, Speak Up Wilton, Senior Center, Ogden House, Wilton Sidewalk Days, Stop & Shop, Village Market.
- Voter Alert across the street banner in Wilton Center—2 weeks.
- Signage at Miller-Driscoll School—(NOT A POLLING PLACE...)
- Several news articles in Wilton Bulletin, Wilton Villager, Senior Corridors, LWV Newsletter.
- Large-scale maps at Town Hall, Wilton Library, Comstock Center

Polling places:
- District 1—WHS, 238 Danbury Road—serves the northern section of Wilton.
- District 2—Cider Mill School Main Gym, 240 School Road—serves the Belden Hill and western section of Wilton
- District 3—Middlebrook School, 131 School Rd.—serves the south section and River Rd areas of Wilton.

Parking for voters with disabilities will be marked at each polling place. For those unable to leave their vehicles due to a physical disability, curbside voting is available upon request.

Deadlines for Elections
- October 23, 2012—Mail-in deadline to register to vote.
- October 30, 2012— In-person deadline to register by visiting Town Hall. 9 am-8 pm.
- November 5, 2012—In-person deadline for new citizens, new residents, 18 year olds—9 am-5 pm

Absentee Ballots
Absentee ballots are available now for Wilton residents. You may download the application by visiting the town website at: http://www.wiltonct.org/departments/Voter/voter5.html or by calling the Town Clerk's office at (203) 563-0106.

Questions?
Contact Registrars of Voters Carole Young-Kleinfeld and Tina Gardner at (203) 563-0111.