



Town of Pittston
38 Whitefield Road
Pittston, Maine 04345
(207) 582-4438

SELECT BOARD WORK SESSION
Pittston Town Office Meeting Room
Thursday, April 14, 2022
11:00 a.m.

~ MINUTES ~

Board Present: Jane Hubert, Kerri Farris
Staff Present: None
Residents Present: Fred Kimball
Others Present: None

I. Call to Order / Roll Call

The Board Chair declared a quorum present and called the meeting to order at 11:05 a.m.

II. Cyber Security Policy

The board discussed the town's current systems administration policy and determined that amendments are necessary to secure appropriate dual control of the town's electronic data and systems. Fred Kimball agreed to make draft edits the current policy so that the dual control structure deters collaborative manipulation of town data.

It was discovered that board members present had not been provided the currently effective systems administration policy but a previous draft version, and that information provided to those present had created confusion about whether the policy had been adopted by the board; which was clarified by a review of the board's record of adoption of the policy in April 2021.

Because there is confirmation that the town does have a currently effective systems administration policy, there is now a question of who has access to the town's systems. This will need to be discussed further in a subsequent meeting as office records are inadequate.

The board also discussed how to appropriately plan for the demands of the front window, and that data needs to be collected to determine the volume of activity correlated to days of the week. It is the board's intent to have all three office employees working on the same days of the week, and with more data on front office demands determine whether the addition of a part-time employee is necessary.



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Select Board Work Session
Meeting Minutes of April 14, 2022 *continued*

Those present made plans to discuss cyber security matters, including an amended version of the systems administration policy and user agreement documents, at the next scheduled work session (April 28 at 11:00 a.m.).

III. Adjourned

Motion by Kerri Farris to adjourn the meeting at 1:02 p.m.
Voted Approved: 2-0