

TOWN OF WINCHENDON

OFFICE OF THE TOWN MANAGER

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TO: Board of Selectmen

FROM: Justin Sultzbach, Town Manager

DATE: February 14th, 2022

RE: 2015-2016 DLS Follow-ups from Tri-board Meeting

As info, I wanted to provide some updates to some questions from the most recent tri-board meeting.

1. The Assessors filing project is complete.
2. Implement a Disaster Recovery Plan – This was not done, however our IT Director and Town Clerk have been in communications with the DLS in recent weeks to begin this process.
3. Adopt Internet, Email, Social Media, and Compute Acceptable Use Policy – To confirm, this is part of the Personnel Policy. We have implemented a process where every new hire signs documentation confirming they have read and understand these policies. Also to confirm, undesirable websites are blocked via firewall.
4. Implement a help desk – According to our IT Director, this is currently not applicable with a staff of one. Should part-time help be brought on in future years this would be implemented.

Lastly, at the request of the chair, I will bring my comments on the seven “Primary Recommendations” at our next tri-board meeting (to be scheduled).

Thank you,

Justin Sultzbach

