

Information Technology Advisory Committee (ITAC)
Town of Belmont
5 October 2023
Conference Room Virtual via Zoom

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DATE: October 31, 2023
TIME: 8:41 AM

Attending

Charles Smart
Paul Roberts
Jonathan Green
Phil Lawrence
Dan Ellard
Jonathan Birge
Jim Berets (acting Secretary)

Not Present

David Goldberg
Kristin Nelson-Patel

Meeting called to order October 5, 2023 at 7:34pm

There was a reminder to do the Ethics Training required of Committee members.

Minutes of the August 31, 2023 were approved 5 in favor with 2 abstentions.

No public comments or questions.

Cyber IR (Incident Response plan)

Paul Roberts has not heard back from Patrice Garvin or Dave Petto regarding the status of the proposed IR plan nor whether a contractor has been hired to work with the Town to create the plan. Phil Lawrence volunteered to follow up with Ms. Garvin and Mr. Petto to see what progress is being made. The desire is that the ITAC can continue to be engaged and ensure that the IR plan is comprehensive across all of the Town, Library, Schools, Belmont Light, etc.

Belmont Light

Paul Roberts had a conversation with Craig Spinelli, the General Manager of Belmont Light, regarding ITAC's wish to have a conversation with the Belmont Light board. The purpose would be to introduce ITAC to the Belmont Light board and offer our services, and also to understand Belmont Light's incident response planning and how Belmont Light could participate in the IR plan to be developed. Mr. Spinelli thought it would be best for ITAC to speak with himself, Robin

Tilburg, Belmont Light staff, and some of their contractors as a start, since the Belmont Light board has a lot on their plate right now.

Mr. Roberts reported expressing concern to Mr. Spinelli that the IT staff of Belmont Light was a single individual (Mr. Tilburg) and that this represented an operational risk if Mr. Tilburg should go on vacation, resign, or become unavailable for some reason. Are procedures documented adequately for someone else to perform his duties if that happens?

Early November was proposed as a timeframe for the meeting between the ITAC and Belmont Light staff. Paul Roberts will propose to Mr. Spinelli November 3rd or 17th at noon.

Paul Roberts also indicated he would like to better understand Belmont Light's use of a Managed Security Service Provider (MSSP). There are threats of particular concern to electric utilities that he would like to ensure are being adequately addressed, and to understand resilience plans.

Request from Peter Struzziero, Belmont Public Library

Peter Struzziero previously had approached Mr. Roberts, and requested that ITAC look at GrantStation.com to see if it might be something the Library could use for grant applications. Jonathan Green wondered if such an assessment was within the purview of ITAC. Paul Roberts will go back to Mr. Struzziero and see specifically what help he was looking for from ITAC.

Mr. Roberts attends School Committee meeting

Mr. Roberts and Mr. Berets met with the School Committee earlier this week for 10 - 15 minutes to re-introduce ITAC, and to offer ITAC's services to the School Committee, if they have strategic questions where ITAC could contribute expertise..

ITAC discussed the idea of creating a leave-behind one-pager for the SC, Select Board, Library Trustees (the sponsoring Boards of ITAC), etc. of the kinds of projects ITAC could assist Town organizations with. Maybe this could also be circulated to the Capital Budget committee, Warrant Committee, etc. This would provide a more concrete offer to the sponsoring Boards of ITAC that could complement the occasional meetings that ITAC members have with them. The ITAC would want to be clear about what offer we want to make as distinguished from the expertise of the Town and School's IT staff.

ITAC Elections

Mr. Roberts had previously announced that he will be stepping down as Chair of ITAC. The ITAC discussed potential leadership for the Committee going forward. No resolution was reached at this meeting but Paul Roberts will have follow-up 1:1 conversations with a couple of the people on the ITAC.

The members of the ITAC thanked Mr. Roberts effusively for his many years of leadership and service to the ITAC, its stakeholders, and the community during his term as Chair.

Next meeting

ITAC's next meeting will be Thursday October 26th at 7:30pm.

Meeting adjourned at 8:55pm.