

Information Technology Advisory Committee (ITAC)
Town of Belmont
10 January 2019
Conference Room 1

2019 MAR 19 AM 9:10

APPROVED MINUTES

[Minutes are sent to the Town Clerk, belmont-ma.gov!townclerk when approved]

Voting Members Present

- Paul Roberts <gmail.com!paulroberts> (chair) (VM)
- Glenn Wong <gmail.com!glennpwong> (vice-chair) (VM)
- Dave Goldberg <verizon.net!david.goldberg6> (secretary) (VM)
- Phil Lawrence <live.com!plaw> (VM)
- Jim Berets <verizon.net!jberets> (VM)
- Dan Ellard <gmail.com!ellard> (VM)
- Jonathan Green <gmail.com!green.jbg> (VM)
- Cheryl Fletterick <hotmail.com!cfletterick> (VM)
- Charles Smart <verizon.net!cnsmart> (founding chair) (VM)

Key:

VM = Voting ITAC Member
NVM = Non-Voting Member
FBL = Friend of Belmont Library
TS = Town Staff

Meeting called to order at 7:35PM

Minutes of the 29 November 2018 ITAC meeting approved as is.

Paul Roberts reported that he has been working with Sustainable Belmont and the Library committee on an idea that has gained some popularity in other parts of the country called a Fix-it clinic (fixitclinic.org). People bring in broken electronics (computers, toasters etc) or other things like jewelry and clothes and coaches help them learn how to fix the things for themselves. On February 9 in the Flett room at the Belmont Public Library they will be hosting the first such clinic. Question, should ITAC have some official interest in supporting this? We decided not to for now.

Paul Roberts provided an update on the subcommittee on 21st Century Government. The subcommittee met twice in December and just before this meeting. The subcommittee received 39 responses on the survey of committee chairs, vice chairs and secretaries; and 167 responses on the survey of residents. The subcommittee continues to analyze the data and has started to draft a report. The subcommittee will share the results with the rest of the ITAC so members can provide additional analysis to the report.

Glenn Wong reported on the Subcommittee on Technology, Cybersecurity and Public Health (TCPH). Attached to these minutes is the summary report of the talks the TCPH subcommittee organized since being formed in March, 2017. The report was edited and approved at the TCPH subcommittee meeting on December 13, 2018. The subcommittee is considering topics for upcoming technical talks. One potential topic is screen time and physical health. A second one is crypto currency and a third is driverless cars. The latter might include a demonstration if possible. Other ideas under consideration include a tech fair or some hands on sessions with different technologies.

Paul Roberts introduced the open topic on ideas for 2019. Paul presented a tentative list and we brainstormed a bit. Given the late hour we decided to choose

three topics to discuss in more depth at the next meeting:

- 1: Open Data Initiative (Glenn will do some initial research)
- 2: Smart City/Smart Town - what are other towns doing that Belmont might consider (Cheryl and Charles will do some initial research)
- 3: Belmont High School student resource center for seniors or other residents (Paul will do some initial research)

Paul Roberts brought up that we looked at the new Smart Meters but did not report to the BOS. Jim noted that we concluded it was too late to affect the smart meters but our plan was to recommend to the BOS and town manager that any new procurements that involve any sort of information technology get input from Dave Petto. David Goldberg will check the minutes and draft a recommendation for approval next time.

We discussed the length of our meetings and decided to try putting time limits on agenda topics up front to better manage our time.

Phil Lawrence asked about the annual report. Paul Roberts will look into it.

Next meeting scheduled for Tuesday, 26 February 2019 from 7:30-9PM

Meeting adjourned 9:30PM

Activity Summary Document

Jan 10, 2018

Belmont Information Technology Advisory Committee (ITAC)
Subcommittee on Technology, Cybersecurity, and Public Health

Note – this is intended to be a summary document; please refer to SC minutes for more details.

In March 2017, the Belmont ITAC formed a Subcommittee (SC) of four ITAC members (Dan Ellard, Charlie Smart, Cheryl Fletterick, and Glenn Wong as our SC chairperson) on Technology, Cybersecurity, and Public Health. The SC developed an idea of educating the citizens of Belmont on how to be healthy and safe when using technology and decided to do three educational events as part of our charter.

The SC met with Town departments including the Beech Street Center, the Library and the public school system to see what the town already may already offer and to get feedback on our idea. The departments shared that they did not offer cyber security awareness training broadly for the citizens of Belmont (noting events have been held at the Beech Street Center by a guest speaker and at the Library by the Belmont Police Department on phone scams) and they were all supportive of our idea. In fact, librarian Mary Carter offered the library as a location to host our events and personally assisted us with event logistics. The SC also connected with the Belmont Police Department and Detective James Siracusa was asked to join the SC.

The SC selected topics for the events based on current trending topics and leveraged Glenn's network to confirm speakers. We held these three events at the library, with participation ranging from approximately 17 to 26 attendees with great feedback on each:

- Fireside chat with two speakers on cybersecurity on 10/30/17
 - Speakers were Alexi Phillipson, Cyber Intelligence Analyst at Recorded Future and former Naval Intelligence Officer, and Officer James Siracusa, of the Belmont Police Department. Topics of conversation included recent cyber breaches in the mainstream news, things you can do to protect yourself at home, and stories of cyber related crimes in Belmont.
- Fireside chat with one speaker on the Internet of Things on 2/27/18
 - Speaker was Scott Donnelly, VP of Technical Solutions at Recorded Future and a former intelligence officer at the CIA. Topics of conversation included the security concerns of digital personal assistants and the growth in internet of things (aka "IOT")

- Tech talks with one speaker on fake news (Bryan Loyall, entrepreneur) and one on Artificial Intelligence (Harvard Professor Gu-Yeon Wei) on 9/27/18.

The events were produced and promoted with the help of various people and through various channels. These included:

- Mary Carter at the Belmont Library helped create a promotional flyer, a sandwich board poster that was placed on Concord Ave, and arranged for the talks to take place in the Assembly room at the Library. Mary also posted the events on the Library events calendar.
- Local Newspapers were contacted about the events; a reporter attended the first event and wrote a feature article for the Belmont Citizen Herald. Each of the events was also included on the Belmont Citizen's Herald's calendar of town events.
- We posted the event information on various social media forums such as Facebook and Nextdoor. We also used Senator Will Brownsberger's website, public school district mailing lists, and the Belmont Media Center's events calendar.
- The promotional flyer was also placed in various sites around town, including the Beech Street Center, the Meet Belmont event, various commercial establishments, and on the town website.
- We also included an advertisement on one of the Belmont Light Department monthly bill mailings; this required sufficient lead time and to the best of our knowledge was not particularly effective. We nonetheless appreciated the Light Department's help in making this public service announcement.
- Finally, we were grateful for the logistic support from the Belmont Media Center, which provided AV equipment and expertise for recording the events, and for post processing and making the recordings available online.

In addition, we developed and distributed a flyer with helpful cyber safety tips at the Meet Belmont events. We also handed out copies of this flyer out at the library events. This flyer was well received and is now available permanently on the town website.

As of November 2018, the SC views these events as being successful and that the objective of the SC has been achieved. The SC sees value in continuing to share technology knowledge with the citizens of Belmont and will be presenting to the ITAC on potential next steps.