

**RECEIVED
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BELMONT, MA**

DATE: September 24, 2021

TIME: 9:06 AM

Information Technology Advisory Committee (ITAC)

Town of Belmont

22 July 2021

Conference Room 1 and on Zoom

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)
- 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)
- Charles Smart <verizon.net!cnsmart> (founding chair) (VM)

Voting Members Not Present:

- Glenn Wong <gmail.com!glennpwong> (vice-chair) (VM)
- Jonathan Birge <mit.edu!birge> (VM)

Key:

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

Meeting called to order at 7:30PM

Minutes of the 8 May 2021 meeting were reviewed and approved.

Phil: Aye

Jim: Aye

Jonathan: Aye

Dan: Aye

Paul: Aye

Paul Roberts will check with Glenn Wong to see whether ITAC's Annual Report was sent.

Update from Paul Roberts on the Website Renewal Committee. Questionnaires were created to survey department members on their use of the website. Results are being gathered.

Paul Roberts raised the question in the Website Renewal Committee as to any third-party vendors that offer services via the Town of Belmont website. For example, the parking ticket payment system, the Rec department website (which is a separate system), etc. Paul volunteered in that committee to work with Town staff to identify those systems used in conjunction with the website, so that the Town could understand what data these vendors have, what level of access they have into other Town systems, etc. Focus is on looking at systems that residents might access as part of using the website. Jonathan Green pointed out that the payments module would be something to particularly pay attention to. The Schools, BLMD, Library, and other websites likely connect to other third-party vendors, but the focus of the Website Renewal Committee is on the Town website, so that will be where the research focuses. A brief questionnaire to give to each of the third-party services connected to the website would be helpful. Dan Ellard and Dave Goldberg agree to analyze the site for external to Belmont links.

Dan Ellard suggested that it would be helpful to have a backup website capability that provided essential phone numbers and contact information

in case of an outage of the hosted Belmont website. There are a few different ways that this could be accomplished.

Paul Roberts raised the remote meeting topic. Although the state has extended the OML exceptions ITAC believes that absent the legislature changing the OML, the Select Board should approve remote participation by committee members under existing OML rules.

Paul Roberts raised the question of how ITAC might respond to the request from Peter Struzziero for IT and Cybersecurity tech talks. We discussed other potential resources for content and setting up the meetings. One consideration is could we work with the Belmont Media Center to record interviews if setting up events proves more difficult.

Paul Roberts noted that it would be nice to get either Steve Mazzola or someone from the building committee to give ITAC an overview of the IT in the new school.

Dan Ellard asked if there's been any follow up on the LinkedIn Learning issue that came up several meetings ago. Dan agreed to ask Mary Carter who brought it to our attention at the October 2019 meeting.

We will go with the 3rd Thursday of the month as a default for all future meetings so our next meeting will be set for 19 August 2021 at 7:30PM

David Goldberg moved to adjourn, Charles Smart seconded.

Paul: Yes

David: Yes

Phil: Yes

Jim: Yes

Dan: Yes

Jonathan: Yes

Charles: Yes

Meeting adjourned at 8:50PM