

Information Technology Advisory Committee (ITAC)
Town of Belmont
16 September 2014
Conference Room 1

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APPROVED MINUTES

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

Voting Members Present

- Phil Lawrence <illinoisalumni.org!pwl> (co chair; dominant) (VM)
- Dave Goldberg <verizon.net!david.goldberg6> (secretary) (VM)
- Charles Smart <verizon.net!cnsmart> (founding chair) (VM)
- Dan Ellard <gmail.com!ellard> (VM)
- Paul Roberts <gmail.com!paulroberts> (VM)

Non-Voting Members Present:

Town Staff Present:

- David Petto (Director of IT, Town of Belmont) <belmont-ma.gov!dpetto> (TS)
- Steve Mazzola (Director of Technology, Belmont Schools) <belmont.k12.ma.us!SMazzola> (TS)
- John Steeves (IT/Technology, Belmont Police Department) <belmontpd.org!jsteeves>

Key:

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

Meeting called to order at 7:40PM

Minutes of the 16 July 2014 ITAC meeting approved as is.

Steve Mazzola reported that enrollment is up in the schools at all levels. This results in demand for additional resources, including technology. With respect to the iPads, increased enrollments have been anticipated and enough iPads were procured to meet the current need. Google Apps roll out was completed. All student accounts are set up. Google recently released Google Classroom which might eventually compete with Edline but at this time Google does not integrate with the Student Information System so Edline will be in use for the foreseeable future. Belmont elected to move from MCAS to PARC for standardized testing but will do it on paper the first year. Next year will move to the on line version but may need to boost IT in the elementary schools to enable enough students to take it at the same time. In the high school, students will use their iPads.

John Steeves reported that the first phase of the migration to the new dispatch and records management system is done. Next phase will be the replacement of the current mobile component to one more compatible with the new system. The new finger print system is on order.

Dave Petto reported that the MUNIS test environment has just been upgraded to the latest version and testing has begun. Production move to the new version is expected to take place in November. The testing will take so long because the town is moving up two major versions and the new version's

database is different. The new user interface is not so different that a lot of training will be needed for existing functions, but there are a number of new modules that will require training. The two new modules are Employee Self Service, which will enable employees to manage their own data and benefits; and Applicant Tracking, which will help HR with the hiring process and then keeping track of employee data after they are on board. Those will not roll out fully until next spring. Another effort that is about to start is the migration to Microsoft Office 365. Due to budget constraints, initially only email will move, allowing the retirement of the ancient Exchange server. Next year the other Office applications will migrate to 365. Dave also reported on the use of the LastPass online password management system. Dave would like LastPass to be able to provide a single sign on system for web based applications but that won't happen in one step due to concerns about support issues. Dave also noted that he is working with the Highway department on a new fuel management system called FuelMaster. This will allow the department to track when and who puts how much fuel into which vehicle. John Steeves noted that the Police department will eventually move to that system as well. Dave noted that all data has been migrated from an old ticketing system to a new one. Dave reported that he is implementing Splunk a log management and analysis system that can be used for operational issues as well as security. That requires a lot of storage so a new effort is underway to expand the storage area network (SAN). Eventually most of this will all move to a cloud service but not until the provider is accredited for FISMA compliance. Currently most of the system is replicated to a remote provider but to dedicated hardware.

Dave Petto reported that the light department has officially decided to get a new utility billing system. Cogsdale was bought by Harris and there are now support problems. Plus Cogsdale does not support the time of use billing as the light department wants to do it. MUNIS' utility billing still does not do time of use billing. MUNIS would be able to support water/sewer but such a move would be very expensive. So the new system will also have to do water/sewer, as Cogsdale does today, and be able to communicate with MUNIS since that is the town's overall financial system. Therefore the DPW and Finance departments will have a chance to get their requirements into the RFP.

Next meeting scheduled for Wednesday 22 October 2014 at 7:30PM.

Meeting adjourned at 9:40PM