Information Technology Advisory Committee (ITAC)
Town of Belmont
26 May 2015
Conference Room 1

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

Voting Members Present
- Jim Berets <verizon.net!jberets> (co-chair) (VM)
- Dave Goldberg <verizon.net!david.goldberg6> (secretary) (VM)
- Dan Ellard <gmail.com!ellard> (VM)
- Jonathan Green <gmail.com!green.jbg> (VM)
- Paul Roberts <gmail.com!paulroberts> (VM)
- Duane Bronson, <real-time.com!bronson> (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)
- Robin Tillberg (IT Manager, Belmont Municipal Light Department) <belmontlight.com!rtillberg>
(TS)
- John Steeves (IT/Technology, Belmont Police Department) <belmontpd.org!jsteeves> (TS)
- Ellen Girouard (Library) <minlib.net!egirouard> (TS)

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

Meeting called to order at 7:45PM

Welcome Ellen Girouard. Introductions around the table.

Minutes of the 30 April 2015 ITAC meeting approved as is.

Steve Mazzola reported that with the school year coming to an end, Education Technology is primarily
in a maintenance mode and planning for the summer. One plan is a major upgrade to the town wireless
network. All access points are being swapped out, moving from 802.11b/g to the latest standard. Steve
expects that the 1:1 swap will increase coverage without requiring additional access points. Steve does
not expect the increased wireless coverage to require additional wired capacity. Steve reported that in
the elementary schools a number of computers will be replaced. iPads will be collected prior to finals.
Same process as last year. Steve reported that the iPads held up well - need for repair was about the
same as last year but the number of iPads nearly doubled. There was one theft, not on campus.

John Steeves reported that a replacement for the radio system will be considered by Town Meeting next
week. It is a major upgrade, including all supporting base infrastructure. A separate request is in for

the mobile units.

Dave Petto reported that Town IT is finishing up the migration from Exchange to Office 365. This week migration of public folders will be tested. Once all the migrations are done, the current Exchange equipment will be shut down. After that, the SAN project will be implemented. After that Dave will be implementing the log management tool Splunk throughout the network. Finally there is an upcoming project to digitize records currently stored on microfilm. Those records date from 1859.

Dave brought up the issue of Town officials using personal email for Town business. Dave recently sent a memo to the Town Administrator expressing his concern. Dave is asking ITAC to send a letter to the Office of the Board of Selectman to express those same concerns as we discussed at the 18 March 2015 meeting. Paul Roberts noted that a related concern is the lack of control over officials' personal devices which may be compromised. Jim Berets volunteered to work with Phil Lawrence and Paul Roberts to draft a letter and bring it to the next meeting for review. The committee unanimously agreed with that approach.

Jim Berets reminded everyone to take the mandated ethics training.

Ellen Girouard reported that the library has about 60 machines, 8 public internet machines. Over the past year Ellen has been upgrading machines from XP to Windows 7 and is looking forward to the wireless upgrade. The library will be hosting an e-camp this summer. Library is considering a maker-space with a 3D printer. Library plans to install a low-vision system.

Robin Tillberg reported that the light department continues to move ahead on the billing system replacement. The SCADA system replacement is under way. RFP was sent and proposals are due next week. Robin hopes that will be done this year.

Jonathan Green reported that the Cable TV Advisory committee recommended that the Selectman renew the agreement with Comcast. Negotiations with Verizon should start in the fall.

Next meeting scheduled for Monday, 22 June 2015 at 7:30PM

Meeting adjourned at 9:00PM