

Information Technology Advisory Committee (ITAC)  
Town of Belmont  
29 November 2017  
Conference Room 1

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BELMONT, MA

2018 MAR 28 AM 9:13

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)
- Phil Lawrence <live.com!plaw> (vice-chair) (VM)
- Jim Berets <verizon.net!jberets> (VM)
- Dave Goldberg <verizon.net!david.goldberg6> (secretary) (VM)
- Jonathan Green <gmail.com!green.jbg> (VM)
- Glenn Wong <gmail.com!glennpwong> (VM)
- Cheryl Fletterick <hotmail.com!cfletterick> (VM)
- Dan Ellard <gmail.com!ellard> (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 7:35PM

Minutes of the 14 September 2017 ITAC meeting accepted as submitted.

We revisited the meeting schedule question. We clarified by reviewing previous minutes that town staff agreed to be on the agenda at two ITAC meetings.

Paul Roberts reported on the executive session issue should we cover a topic such as cyber security that should not be open to the public in accordance with the open meeting law. Paul asked for guidance from town counsel and town clerk and did not get a negative response. This is an issue for ITAC in particular as we leverage video recordings which become public records.

Paul reported that just prior to this meeting the 21st Century Government subcommittee met. That subcommittee has put together a number of surveys of other Belmont committee members and peer districts to get a sense of demand for process improvements in Town government that might be enabled by technology; and what other towns are doing. The subcommittee is looking for comments on the current state of the surveys from the full ITAC in the next week (by 8 December 2017). Once the surveys are complete, Paul will get clearance from the board of selectmen to send the survey to Belmont committee chairs. At the same time subcommittee members will reach out to other communities to see what they are doing. The idea of reaching out to other towns came from Selectman Dash. Glenn Wong suggested adding some front matter to the surveys including a description of ITAC, how long the survey should take, and what will be done with the response. Cheryl Fletterick suggested including a deadline for response and point of contact for questions. Paul discussed the question of what we should do with the data. We conclude that the results should be reviewed by the full ITAC to decide whether and what to recommend to the board of selectmen. There was some discussion about what the subcommittee considers to be peer communities. There is certainly a larger number than were selected. The term "peer" seems to be the problem so the subcommittee will use the word "sample" instead.

Glenn Wong reported on the Technology, Cybersecurity and Public Health subcommittee

activities. Last month the subcommittee sponsored a "fireside chat" with a cyber security expert. A recording of that event is available on the Belmont Media Center. In addition the subcommittee partnered with the Belmont police department. One of the officers, James Siracusa, spoke at the event and has been attending subcommittee meetings. Another event is scheduled in February. The speaker at that event will focus on Internet of Things. Glenn will provide a more detailed report as the deliverable for the subcommittee.

Dan Ellard noted that some school clubs/teams are using Facebook. Question: is that school sanctioned? We will table this for now and bring it back up at the next meeting Steve Mazzola attends.

Jim Berets brought up the RFP for smart water meters which does not include any mention of security for the devices. We will table this until the next meeting that Dave Petto attends.

Next meeting scheduled for March 7, 2018 at 7:30PM

Meeting adjourned at 8:50PM