Information Technology Advisory Committee (ITAC)
Town of Belmont
14 September 2017
Conference Room 4

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)
- Dan Ellard <gmail.com!ellard> (VM)
- Glenn Wong <gmail.com!glennpwong> (VM)
- Charles Smart <verizon.net!cnsmart> (founding chair) (VM)
- Jonathan Green <gmail.com!green.jbg> (VM)

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)

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

Meeting called to order at 7:45PM

Minutes of the 16 May 2017 ITAC meeting approved as amended.

Paul Roberts brought up the inadvertent Open Meeting Law violation the 21st century
government subcommittee made when we forgot to post the agenda for an earlier
meeting. The violation was noted when the subcommittee secretary submitted the
minutes. Town Clerk advised that ITAC should remind the committee of the proper
meeting reservation/posting procedures at our next meeting. We have now done that.

Steve Mazzola reported that over the summer there was a lot of work at Chenery.
The population in the district has risen dramatically, resulting in the need for
modular classrooms at Chenery. That rise also increased demand for IT at the
Chenery. The capital committee funded a number of HP Chromebooks. The need is
driven by the move to online testing for MCAS. In addition the capital committee
funded an upgrade to the network infrastructure at Chenery, which is 20 years old.
That work was completed two weeks before school started. In addition to upgrading
the wiring, port capacity was added. The MA state IT department provided a grant
to expand wireless capacity at Chenery. Ordinarily devices like Chromebooks are
not funded by capital but the committee considered it as part of the overall
Chenery project. In response to a question, Steve said it is too early to consider
what might be requested from the capital committee in the future and whether it
might again contain items not traditionally funded by capital. Another question
was whether Chromebooks might supplant iPads. Steve said that at the moment there
are no such plans but that could change as the market changes. The existing iPads
that have been returned by graduating seniors have been distributed into the
elementary schools, though not to individual students. Steve made a presentation
to Foundation for Belmont Education on technology in the K-8 and if he can, will
provide that to ITAC.

Steve described his participation in the planning for a new high school, modular
classrooms at Burbank and all the related IT issues that need to be considered as
those plans move forward. Steve indicated that as the process gets more along ITAC

should get involved and even now Steve encourages ITAC members to attend public meetings on the topic.

Steve indicated that school opening this year was one of the smoothest in history from an IT perspective. By focusing on the Chenery work and not taking on other big projects there was not the last minute scramble that has taken place in the past. In addition preventive maintenance cut down on the support calls with end points and smart boards that have happened in the past.

Dave Petto reported that there is now a PC in the town clerk's office for submitting public records requests. There is a process that routes the request to the right department, each of which has a point of contact. That keeps track of all the requests and provides feedback to the requester. The process is also available off the town web site. The system is hosted by a vendor called Next Request. Requests may cost if the labor to meet them takes more than two hours. This system enables the town clerk to meet new public records laws more efficiently than in the past.

In response to a question about the Equifax breach Dave indicated that the town is very careful about handling sensitive personal information. Glenn Wong noted that his subcommittee is setting up a speaker on cyber security, ID theft and the like.

Dave reported that he is working with the town clerk on automating meeting minutes and agendas as well a working with the Belmont media center on indexing meeting recordings according to the agendas. Currently the committees meetings that are filmed are Warrant, Board of Selectmen, School and Planning.

Dave noted that the process for replacing desktop machines is moving forward. In addition Splunk, a log management system, is being deployed. Dave is testing a number of security processes and products and also upgrading security systems (e.g. cameras and the like) around town. A MUNIS upgrade is coming in December. Town IT has migrated the health department from a tracking system for permits and violations into the town GIS, and is doing the same for the fire department. In addition, for the fire department, town IT is replacing on premise incident management, vehicle maintenance and staffing systems to hosted services. In April had a flyover done to update the GIS system with significantly better resolution. This will also enable environmental protections like charges for water run off. The next big capital project is the fiber assessment for moving the existing hubs. Dave noted that he is also involved in the new high school process because town and school IT are so intertwined.

Paul Roberts reported on the recent 21st Century Government subcommittee. That committee is developing surveys for other committees, town meeting members and the public for their opinions on use of technology for government purposes; and to reach out to other towns about how or if they use technology to enable town government functions. The committee has not yet deployed the surveys. Dave Petto suggested that the town clerk is likely to be supportive and may already be working on some of the things the committee is considering.

Glenn Wong reported that the technology cybersecurity and public health subcommittee narrowed the scope in order to focus on a practical near term outcome. The committee decided on two opportunities. One is a speaker who will talk about cyber security tips in general as well as some focus on something in the news. The other was to have something for the recent "Meet Belmont" event at which the committee represented ITAC and provided a flyer with security tips. Charles Smart, who manned the booth, indicated that traffic was good and he had some good conversations about cyber security and hygiene with people; brought up awareness of ITAC; and was interviewed by Belmont Media Center. The speaker, a former intelligence officer and a colleague of Glenn's, is scheduled for October 30. Next thing is to publicize it. Jonathan Green made a number of suggestions on how to do that. In addition, on September 23, Paul will be giving a presentation on cyber security at the library. Paul brought up the idea of having a series of speakers perhaps quarterly. It's not clear that doing such is in the scope of the ITAC

charter so if we want to do that we'll have to explore that issue.

Now that we are recording the ITAC meetings the issue has been raised that we may need to set up an executive session for discussion sensitive topics like security vulnerabilities, security configurations and plans. Paul will check with Town Counsel to make sure we are correct in our assumption that we can do that using an appropriate process.

Next ITAC meeting is scheduled for Wednesday, 29 November 2017 at 7:30PM

Meeting adjourned at 9:50PM