

APR 11 9 28 AM '14

Information Technology Advisory Committee (ITAC)
Town of Belmont
25 February 2014
Conference Room 4

APPROVED MINUTES

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

Voting Members Present

- Phil Lawrence <illinoisalummi.org!pwl> (co chair; dominant) (VM)
- Jim Berets <verizon.net!jberets> (co-chair; less dominant) (VM)
- Dave Goldberg <verizon.net!david.goldberg6> (secretary) (VM)
- Charles Smart <verizon.net!cnsmart> (founding chair) (VM)
- Dan Ellard <gmail.com!ellard> (VM)
- John Lohavichan, <gmail.com!john.lohavichan> (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>

Key:

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

Meeting called to order at 7:35

Minutes of the 14 January 2014 ITAC meeting approved as is.

Phil reported that the Library IT person, who he had invited to attend ITAC meetings, is leaving this week. Whomever replaces that person will be invited to attend.

Dave Petto reported that lately he has been focused on budgets. The Windows 7 and Office 2013 deployments are complete. The next big project is a new permitting system for the community development departments (Engineering, Inspection, Planning and Conservation) that will cover gas, plumbing and electrical. Eventually the system will include fire, health and liquor. It is a web based system that will interact with Samsung Note tablets that the inspectors will use. Access will be accomplished by putting MiFi devices (portable WiFi access points connected to a cellular network) in the inspectors' cars. The system will also be tied to the town geographical information system (GIS). These tablets are not the first Android devices in use by the town and further use of such devices may grow. Dave has his security consultant looking into mobile device management products to ensure they are managed securely. Dave has interviews scheduled this week for the desktop support opening. The

MUNIS cutover to the hosted set up is still going through testing. Dave expects it should be accomplished by the end of March.

Robin Tillberg reported that the call management system implementation is done. The BMLD phone system is now completely separate from the town's network. The new system tracks calls, maintaining statistics for the different service call types. Robin also reported that a new uninterruptible power system (UPS) has been deployed, replacing an older one whose batteries had finally failed. In addition, a new node has been added to the storage area network (SAN) providing redundancy to ensure availability in the face of equipment failure. Regular backups, both local and to a cloud provider, are done for data recovery purposes.

John Steeves reported that the Win 7 roll out in the police department is ongoing.

Steve Mazzola reported that he has finished his first round of budget work and presented to the School Committee. Looking at level funding but final determinations are not in. Steve has a capital request in to replace the school's SAN. Steve worked with Dave's group on a core router upgrade in the library. Steve reported that FERPA and HIPAA audits have been done. Steve noted that he is still working on the uplink to the state School Interoperability Facility (SIF) system. There have been some issues on the state side. Survey data from the iPad project is still being compiled and reviewed but a summary was provided to the Foundation for Belmont Education three weeks ago. Summary information indicates that highest use is in the sciences, less use in the languages. One change to the program will be to assign the incoming freshmen their iPads, give them the rules etc, and configure them for each student during the last week of June while the students are still in Chenery. That will avoid the need for multiple meetings over the summer. The iPads will not be given to the children at that time - they will get them during freshman orientation. There will also be a new licensing model for apps that will ensure that the school retains ownership of the apps. In March, parents will be surveyed, which will complete the data collection. Steve expects to allow the iPads to be updated to IOS 7 during April vacation. Steve noted that he, Dave and Robin continue to work on updating the service level agreement (SLA). Once they are done, the Belmont media center will be brought into it.

Next meeting scheduled for Wednesday 26 March 2014

Meeting adjourned at 8:30