

Information Technology Advisory Committee (ITAC)
Town of Belmont
3 February 2016
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> (chair) (VM)
- Jim Berets <verizon.net!jberets> (vice-chair) (VM)
- Dave Goldberg <verizon.net!david.goldberg6> (secretary) (VM)
- Jonathan Green <gmail.com!green.jbg> (VM)
- Dan Ellard <gmail.com!ellard> (VM)
- Duane Bronson, <nerdlogic.com!Duane.Bronson> (VM)
- Paul Roberts <gmail.com!paulroberts> (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)
- 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 (Technology Librarian, Belmont Public 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 7:30PM

Minutes of the 10 November 2015 meeting accepted as is.

Steve Mazzola reported that on 10 November he presented his technology plan to the school committee. Highlights of the plan include preparing for increasing enrollment, technology support for social and emotional learning, management of student information, and increased use of mobile devices. Steve also emphasized how use of technology replaced roles formerly done by clerical staff such as the replacement of printing and mailing report cards with posting to Edline. It is a three year plan with a list of approximately four projects each year. The plan is aligned with the district goals that were established with the recent override. The major effect for Education Technology from the override is budget predictability. Steve reported that Education Tech is finishing some redundancy efforts. Next year will be the first year in which all four grades have iPads. The major project in process is migrating the student information system (SIS) to a hosted environment. Among the benefits of that move are a reduction in the administrative burden of managing local servers and higher availability and recoverability. The service will be provided by the same vendor and software running on the local system. The migration will take place over February break. If there are any problems, the local system will still be available. The vendor, Rediker, is a Massachusetts firm and has been offering the hosted service for a number of years. Rediker is certified by MA to hold data of the nature being sent to them. The migration is expected to be relatively simple because the SIS does not have dependencies on other applications, nor are other systems dependent on it.

Since the last meeting much time has been spent on ensuring report cards get sent out and handling additional enrollments. Planning for space issues, particularly in Chenery, is another ongoing issue.

Dave Petto reported that Town IT is starting to move data off the Fire Department's application server onto the new SAN and VM system. In the very near future the GIS server will be shut down as the GIS service is now fully provided in a hosted environment. In the next two weeks the newest MUNIS version will be rolled out. Town IT is taking over the permitting system from the office of Community Development and by the end of the FY, permitting will be handled on line. More mobile device management is being deployed. In March training sessions will begin on use of the email archive system, changes on the network, Windows 10 and security awareness. Security awareness training will be mandatory. In the next year, the Fire Department's emergency management, dispatch and equipment maintenance systems will be consolidated into a hosted service. The dispatch system in question is not the one that handles incidents. It is for record keeping. The emergency management system is designed for high availability.

John Steeves reported that the radio system upgrade is on target for completion by the end of February.

Robin Tillberg reported that the light department's billing system migration plan is moving along. Last month, NISC is sent a representative to provide initial configuration of the data base. Data is exported from the Cogsdale system and ready for import into the new system. Work needs to be done to map the fields from old to new. This month NISC will be sending a consultant to discuss with staff on how workflows etc are done in the new system. Plan to go live with the accounting system in June and the customer system in October. SCADA system replacement also goes on. Expect delivery in the April time frame. Robin also reported that he investigated the security of the smart meter system and received an answer from Elster, the vendor. The move of GIS to ipads is still having issues. BMLD working with ESRI to improve offline usage. For the smart meter system, much of the system is in place. The "gatekeeper" system was installed at the Town's Tower a month ago. The gatekeeper collects information from the meters and replaces the need to send a car around to read the meters.

Ellen Girouard reported that the library web site revamp has been started. It will take 8 weeks. Switching from Joomla platform to Wordpress platform. Also considering a switch of web hosting providers. The library recently bought a subscription to lynda.com, an online education system so anyone with a library card will be able to use that system. It is an annual subscription and renewal will be decided based on actual usage. It will be used for classes in the senior center and advertised on the web site to drive usage and value. The library is running a number of technology programs for children and young adults including a lego robotics and programming program and participating in the "Girls Who Code" project.

Paul Roberts brought up a question about ITAC support for an issue brought by the senior center. Much civic engagement is happening online and seniors are feeling left out. What can we do to help get the seniors engaged? More important, what can the Town do to ensure that as Town services move on line, the seniors are kept aware of the changes and are given an opportunity to learn how to use them. What services should be on the list?

Paul Roberts noted that FBE is winding down its contribution to the ipad program and are looking for the next thing to do. Does ITAC have any recommendations for strategic investments in technology? Perhaps funding the creation and sustainment of a technology club. A number of ideas were put out related to what that might look like. Another idea is whether / how FBE would be involved in a potential new high school. Paul will bring the details of the discussion back to FBE and FBE

will be invited to a future ITAC meeting for further discussion.

Phil Lawrence reported that the ITAC presentation to the BOS is scheduled for February 22 at 7PM.

Next meeting scheduled for Wednesday 16 March at 7:30PM

Meeting adjourned at 9:05PM