

Information Technology Advisory Committee (ITAC)
Town of Belmont
20 June 2018
Conference Room 1

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)
- Dave Goldberg <verizon.net!david.goldberg6> (secretary) (VM)
- Jim Berets <verizon.net!jberets> (VM)
- Charles Smart <verizon.net!cnsmart> (founding chair) (VM)
- Glenn Wong <gmail.com!glennpwong> (VM)
- Cheryl Fletterick <hotmail.com!cfletterick> (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)

Key:

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

Meeting called to order at 6:15PM

Minutes of the 27 March 2018 ITAC meeting approved as is.
Minutes of the 1 May 2018 ITAC meeting approved as is.

David Goldberg asked about whether our practice of using Google Docs to develop our survey in between meetings in light of the email from the Town Clerk describing Town Counsel's opinion on recent Open Meeting Law decisions. We need to ask for more guidance.

Since we had only five voting members present we chose to postpone election of officers.

Glenn Wong made a motion to approve our 2017 annual report. The motion was approved unanimously.

Dave Petto reported on the town phone system. The current system will be end of life at the end of this calendar year. Dave reported that he has two quotes from the current vendor. One for a full upgrade; one partial. Dave recommends going with the partial upgrade, which involves leasing enough equipment and extending maintenance, to support the current setup. That gives the town more time to decide on a more complete upgrade solution. Dave reported that IT is working with MUNIS on upgrades and additional features. IT is also working on extending utilization of GIS, particularly with the water department. Permitting is now on line. Residents can now apply for building permits through the town web site.

Steve Mazzola reported on the new high school building project. Education IT is working with the design committee and contractors. Currently the focus is on facility issues, heating, cooling and designing for optimum usage based on anticipated curricula. Paul asked about ITAC involvement when the planning gets

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more focused on IT issues. Steve suggested that ITAC can wait until November when this initial planning phase is done and voted on. Steve reported that he is re-wiring the Winn Brook, Burbank and Butler elementary school networks over the summer. Steve also noted that he and Dave Petto are upgrading internet bandwidth.

Robin Tillberg reported that BMLD has a new general manager for about a month. BMLD has installed an outage management system to better resolve problems.

Paul Roberts made a motion to enter executive session to discuss the deployment of security personnel and devices. The motion passed unanimously and ITAC entered executive session.

After exiting executive session, Paul Roberts noted that the 21st Century Government subcommittee has developed a survey for committees and will work with Town Clerk to send it to committee officers shortly. The subcommittee also has a survey for the public and are figuring out how to circulate that.

Glenn Wong reported that the subcommittee on Technology, Cybersecurity and Public Health is planning an event, called a "Tech Talk" for the fall with two topics and speakers. One topic is artificial intelligence and the other is fake news. The subcommittee is still lining up the speakers. The subcommittee also discussed presence at Meet Belmont on August 28. The subcommittee proposes that the presence be responsibility of full ITAC rather than just the subcommittee. We still have the question of whether the committee can get some funding to help produce materials which to date volunteers have been covering out of pocket. Glenn suggested a budget of a few hundred dollars would be sufficient. Paul Roberts agreed to discuss with Town Administrator to find out.

Paul Roberts reported that at a recent Board of Selectment meeting Paul had Amy Dideo demonstrate the Meeting Owl that the 21st Century Government subcommittee saw several months ago. Paul suggested that ITAC develop a report on our thoughts about online meetings. We will wait until after we have survey results to better inform any recommendation we might make.

Next meeting scheduled for 25 July 2018 at 7:30PM

Meeting adjourned at 8:40