Information Technology Advisory Committee (ITAC)
Town of Belmont
12 August 2020
Conference Room: Virtual via Zoom

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)
- Charles Smart <verizon.net!cnsmart> (founding chair) (VM)
- Glenn Wong <gmail.com!glennpwong> (vice-chair) (VM)
- Dan Ellard <gmail.com!ellard> (VM)
- Jonathan Birge <mit.edu!birge> (VM)

Town Staff Present:
- Lauren Pfendener (Technology Librarian, Belmont Public Library) <minlib.net!
lpfendner> (TS)

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 July 2020 ITAC meeting approved as amended.

Paul Roberts raised the issue on ITAC's recommendation on remote meetings. Glenn
Wong reported that he exchanged some email with Dave Petto. Dave provided a number
of questions that ITAC should be prepared to address before going to the select
board:

- Who creates the Zoom link?
- Who hosts the meeting?
- Will the meeting be recorded?
- Who is responsible for the recording?
- Where will the recording be stored?
- Committee members and participants limited technical abilities (this is very
real).
- Should the meeting be set up as a Zoom webinar or regular Zoom meeting?

Glenn recommends we reach out to a number of other committees that have been
operating meetings on Zoom during the pandemic and get a sense of how we might
recommend answers. Glenn Wong offered to contact the Warrant, Community Path, High
School Building, Capital Budget committees and the Planning Board to discuss the
above questions and will report back at our next meeting. Glenn will also ask some
open ended questions about the committees' experience with remote meetings and
whether they would want to continue to allow remote participation after the
executive order on open meeting law expires.

Dan Ellard suggested we also consider whether we should make a recommendation that
the town use Zoom for Government.

Next meeting scheduled Tuesday, 22 September 2020 at 7:30 PM

At 8:05PM, Dave Goldberg moved to start executive session to discuss a security

related topic. The motion passed unanimously.

Executive session ended at 9:05PM

Meeting adjourned at 9:05PM