

Information Technology Advisory Committee (ITAC)

Town of Belmont

10 March 2021

Conference Room Virtual via Zoom

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DATE: April 6, 2021

TIME: 9:49 AM

#### APPROVED MINUTES

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

#### Voting Members Present

- Paul Roberts <[gmail.com!paulroberts](mailto:gmail.com!paulroberts)> (chair) (VM)
- Glenn Wong <[gmail.com!glennpwong](mailto:gmail.com!glennpwong)> (vice-chair) (VM)
- Dave Goldberg <[verizon.net!david.goldberg6](mailto:verizon.net!david.goldberg6)> (secretary) (VM)
- Phil Lawrence <[live.com!plaw](mailto:live.com!plaw)> (VM)
- Jim Berets <[verizon.net!jberets](mailto:verizon.net!jberets)> (VM)
- Charles Smart <[verizon.net!cnsmart](mailto:verizon.net!cnsmart)> (founding chair) (VM)
- Dan Ellard <[gmail.com!ellard](mailto:gmail.com!ellard)> (VM)
- Jonathan Green <[gmail.com!green.jbg](mailto:gmail.com!green.jbg)> (VM)
- Jonathan Birge <[mit.edu!birge](mailto:mit.edu!birge)> (VM)

#### 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 27 January 2021 ITAC meeting approved as is.

Paul Roberts reported that he has been told that ITAC is on the agenda with the Select Board on April 5 to discuss the ITAC report on supporting remote participation in town committee meetings after the emergency order is lifted. That has not been posted yet but we should be prepared in case it turns out to be correct. Glenn Wong reported that one of the Select Board members cited that report at a recent caucus of town meeting members.

Paul Roberts brought up ITAC's 2021 agenda. In addition to ideas that have been brought up in prior meetings, Paul brought up the recently formed Structural Change Impact Group. Some of the proposed changes might be related to the town's information technology organizational structure and therefore be of interest to ITAC. Charles Smart reported that he attended their recent meeting and noted that someone asked a question about whether information technology is an area that the town might look for more efficiency. Glenn Wong suggested that ITAC either as individual members with interest and/or as a group, engage with the group with our own ideas and also to offer ITAC as a resource to evaluate ideas the group comes up with. Glenn offered to reach out to the group with that offer.

Paul Roberts reported on his experience with the Web Site Renewal committee. Currently the committee is reviewing web site usage data, analyzing what information and functions most people are looking for when going to the town web site. The committee is also interested in finding out, perhaps via surveys, what people are looking for but couldn't find. There is a general agreement among the committee that the current site organization, which is based on the town's department structure, is not easy to use and should be reorganized to better reflect the functionality people are looking for.

Glenn Wong suggested another potential ITAC activity for 2021. Ellen Cushman recently let Town Meeting members know that the town makes available over 1200 public documents. Should ITAC be more aware of that activity and see if there are opportunities for improvement?

Next meeting scheduled for 5 April 2021 at 7:30PM

Meeting adjourned at 8:35PM

Minutes recorded by David Goldberg