

**RECEIVED
TOWN CLERK
BELMONT, MA**

DATE: May 19, 2021

TIME: 9:07 AM

Information Technology Advisory Committee (ITAC)

Town of Belmont

5 April 2021

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)
- Glenn Wong <gmail.com!glennpwong> (vice-chair) (VM)
- Dave Goldberg <verizon.net!david.goldberg6> (secretary) (VM)
- Jim Berets <verizon.net!jberets> (VM)
- Dan Ellard <gmail.com!ellard> (VM)
- Jonathan Green <gmail.com!green.jbg> (VM)

Voting Members Not Present:

- Phil Lawrence <live.com!plaw> (VM)
- Charles Smart <verizon.net!cnsmart> (founding chair) (VM)
- Jonathan Birge <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 7:35PM

Jim Berets made a motion to approve the minutes of the 10 March 2021 meeting.

Votes:

Glenn Wong: Yes

Jim Berets: Yes

Dan Ellard: Yes

Jonathan Green: Yes

David Goldberg: Yes

Paul Roberts: Yes

Motion carried.

Glenn Wong asked if we all attended the readout of the ITAC presentation on remote meetings to the select board last week. All attended. We discussed our impression of the select board member's reception of the report. Jim Berets suggested that perhaps we have not made a strong enough statement asking the select board to vote on a motion to allow committees remote deliberation when the emergency order is lifted.

Jonathan Green noted the we also did not explicitly clarify whether the select board would support ITAC asking our state representative and state senator to push for long term changes to the open meeting law in support of remote participation and deliberation. Glenn suggested that in addition to bringing those issues to the select board, we should also bring up our ideas for activities and get a mandate. Paul Roberts noted we should bring those to the School Committee and Library Board of Trustees as well. Dan Ellard asked when we can get back on the select board agenda. Paul suggested that we shoot for later in the spring since there will be a new select board member after the election on 6 April. Paul Roberts will set up a time for he and Glenn to meet with Patrice Garvin to develop a plan and he and Glenn will report back to ITAC. Paul Roberts reported on the Website Renewal committee. The committee is reviewing traffic information to understand how people are using the

existing site. Not surprising most traffic is utilitarian - bill payments, trash pick up information, licensing and the Covid19 dashboard. Paul noted that the current web site is structured based on the town's organizational structure. The question for the committee is whether that is the best structure, and if there's a more appropriate one, perhaps something more focused on specific user demands, will the hosting provider, Civics Plus, be able to support it? Glenn asked if there is a deadline for the committee. Paul said there is not a hard deadline, though perhaps having one would help. Glenn asked if there is a budget for a new web site. Paul answered that not a budget yet. Cost will be part of the committee output and Patrice Garvin, who is on the committee, will provide that info to a budget cycle. Dan Ellard noted that some budget should be defined up front to help scope the effort. Paul noted that one goal is to improve the content management, hopefully including a way to allow more than just one or two employees to update. Paul also noted that in addition to the review of how the current site is being used and an inventory of what is there, is considering what is not there today but should be.

Glenn Wong reported on his outreach to the Structural Change Impact Group. Glenn reached out to two people on the group but has not heard back yet. Glenn noted that the group is expected to have a final report by December of 2021.

Paul Roberts noted that there is not much to report on 5G. Paul has reached out to Patrice to see if Belmont has received any further solicitations for 5G deployment but has not heard back yet.

Paul Roberts noted that we also need to get on the select board agenda for the other report we provided them.

Next meeting scheduled for 5 May 2021 at 7:30PM.

Jonathan Green moved to adjourn.

Votes:

Glenn Wong: Yes

Jim Berets: Yes

Dan Ellard: Yes

Jonathan Green: Yes

David Goldberg: Yes

Paul Roberts: Yes

Motion carried.

Meeting adjourned at 8:15PM

Minutes recorded by David Goldberg