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Information Technology Advisory Committee (ITAC)  
Town of Belmont  
22 June 2023  
Conference Room Virtual via Zoom

DRAFT MINUTES

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

Voting Members Present

- Jim Berets <gmail.com!jberets> (VM)
- Dan Ellard <gmail.com!ellard> (VM)
- Dave Goldberg <verizon.net!david.goldberg6> (secretary) (VM)
- Jonathan Green <gmail.com!green.jbg> (VM)
- Paul Roberts <gmail.com!paulroberts> (chair) (VM)
- Charles Smart <verizon.net!cnsmart> (founding chair) (VM)

Town Staff Present:

- Ellen Girouard (Technology Librarian, Belmont Public Library)  
<minlib.net!egirouard> (TS)
- David Petto (Director of IT, Town of Belmont) <belmont-ma.gov!dpetto> (TS)

Voting Members Not Present:

- Jonathan Birge <mit.edu!birge> (VM)
- Phil Lawrence <live.com!plaw> (VM)
- Kristin Nelson-Patel <gmail.com!kristin.nelson.patel> (VM)

Key:

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

Meeting called to order at 7:50PM

Jonathan Green moved to approve May 18 minutes.

Jim Berets: yes  
Dan Ellard: yes  
Dave Goldberg: abstain  
Jonathan Green: yes  
Paul Roberts: yes  
Charles Smart: yes

Motion passes. Minutes are approved. Dave Goldberg will submit to Town Clerk.

Paul Roberts introduced the topic of ITAC support to the IT design in the new library building. Dave Goldberg and Jim Berets described two library meetings that some members of ITAC attended. The first one was an introduction to the architect team and covered how ITAC could help. That led to setting up the second one, which

included the IT/AV contractor, WSP, and covered audio/video plans, physical security plans and telecom (cabling) plans. We discussed a number of concerns and questions about some of the requirements described in the second meeting including policy around the use of surveillance cameras. Jim found a document on that topic from the American Library Association (<https://www.ala.org/advocacy/privacy/guidelines/videosurveillance>) that Belmont might use as a starting point. Perhaps this is a town-wide issue or even a state-wide regulation issue. Paul Roberts will bring this up at his next meeting with Library Board of Trustees and will try to find out how they think ITAC can best help. Ellen Girouard noted that there is a more immediate IT need for the temporary spaces which will be in the Council on Aging at the Beech Street Center, Benton Branch and the Chenery. Dave Petto and his team will be working on that.

Paul Roberts introduced the topic of vendors who might help the town with developing an incident response (IR) plan. Jonathan Green set up a meeting with one possible vendor called Advizex which happens to be in the same building as Jonathan's business. Jonathan found out that Advizex had worked with the Belmont Municipal Light Department in the past though in a different capacity. Jonathan reviewed that discussion, which Paul Roberts and David Goldberg also attended. Dave Petto indicated that he is already familiar with Advizex. We conclude that between the vendors who Dave Petto previously suggested (CDW Government, NuHarbor Security, NWN Corporation and RetroFit Technologies) plus Advizex we can give the Select Board a message that they can feel good about an RFP going out to that set. ITAC will also suggest that the Select Board consider hiring a virtual chief information officer (VCISO) to help the town with strategic cybersecurity planning. Dave Petto suggested that based on the inquiries he's already made the IR plan will probably cost above \$120,000. Dave Petto reported that there is a state grant coming available in October that Belmont can apply for to help pay for this.

Next meeting. Paul Roberts noted that ITAC has been invited to a meeting with the new Light Board on Wednesday, July 19. We will tentatively plan to have our monthly meeting on that date as well. The time will depend on how we fit into the Light Board agenda.

Paul Roberts plans to step down from the chair in September though he will remain on the committee.

Dave Goldberg moved to adjourn.

Jim Berets: yes

Dan Ellard: yes

Dave Goldberg: yes

Jonathan Green: yes

Paul Roberts: yes

Charles Smart: yes

Meeting adjourned at 9:30PM