Information Technology Advisory Committee (ITAC)
Town of Belmont
21 September 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)
- Charles Smart <verizon.net!cnsmart> (founding chair) (VM)
- Jonathan Green <gmail.com!green.jbg> (VM)
Members of the Public Present:
Matt Gasbarro of the Structural Change Impact Group
Town Staff Present:
- Ryan Green (Technology Librarian, Belmont Public Library) <minlib.net!rgreen> (TS)
%%% NOT PRESENT %%%
Voting Members Not Present:
- Dan Ellard <gmail.com!ellard> (VM)
- Phil Lawrence <live.com!plaw> (VM)
- Jim Berets <verizon.net!jberets> (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 8:00PM
Matt Gasbarro introduced the Structural Change Impact Group. There are 11 members of the group. Task is to collect ideas from the town to address the structural deficit. Looking for ideas for new revenue sources as well as cost savings. They have a web site set up to collect the ideas. This is not an implementation body. Just collecting ideas and then to analyze them, weed out things that are not legal or otherwise inappropriate, and then make recommendations. For the purposes of the discussion with ITAC, a number of ideas proposed involve information technology and software. One idea is to implement an online 3-1-1 system such that a resident can see, for example, a pothole or dead tree, take a picture with their phone and submit a request to the town to get the issue resolved. They have met with Dave Petto and had some initial discussions. That led to an idea that there should be a review of the software assets throughout the town. That is more likely something for ITAC to work on. The overall goal of looking at 3-1-1 and other software systems is to be able to accumulate and mine data to find areas where the town could gain the most bang for the buck of seeking out improvements to efficiency. Paul Roberts brought up the Website Renewal committee which is looking at this, though specifically for the web site implementation. Matt's goal for tonight's meeting is to inform ITAC of the Structural Change Impact Group's mission and look for areas where ITAC might be able to help. Glenn and Paul suggested that ITAC take on working with the Town IT directors to develop the software asset inventory and noted that ITAC is also not an implementation group so it may be a challenge.

Dave Goldberg made a motion that ITAC shall undertake an effort to develop an inventory of software assets throughout the town to be shared with the Structural Change Impact Group and town management. Paul Roberts seconded. The motion passed:
Paul Roberts: Yes
Dave Goldberg: Yes
Glenn Wong: Yes
Charles Smart: Yes
Jonathan Green: Yes
Matt asked that the inventory include details such as number of licenses, license terms, etc of each asset.
Paul Roberts will connect Matt with the chair of the Website Renewal Committee, Michael Lanza.
Paul reminded the rest of ITAC to look at the Structural Change Impact Group matrix and make our own suggestions, if we haven't already.
Ryan Green introduced himself as the new Technology Librarian. Tonight Ryan is just observing.
Paul Roberts gave an update on the Website Renewal Committee. Dave Goldberg gave an overview of his and Dan Ellard's effort to look for external links on the web site. Paul noted that the Website Renewal committee is looking at not only content, but also functionality that might help town processes be more efficient.
Paul reported that he is working with the library on a cyber awareness program for the public. Paul did a public records request on the number of fraud incidents reported to the police and the number is fairly high (977) so there is a need to help inform the residents on how to protect themselves and educate them on their vulnerability given how much data is held by 3rd parties who may not protect it adequately. Paul is continuing to pursue this and hopes to have something more concrete for the next meeting.
Glenn Wong noted that he has not yet sent in the annual report.
Charles Smart moved to adopt the minutes of the July 22, 2021 ITAC meeting as amended. Glenn Wong seconded. The motion passed:
David Goldberg: Yes
Glenn Wong: Abstain
Paul Roberts: Yes
Jonathan Green: Abstain
Charles Smart: Yes
Next meeting scheduled for 21 October 2021 at 7:30PM
Dave Goldberg moved to adjourn, Glenn Wong seconded.
David Goldberg: Yes
Glenn Wong: Yes
Paul Roberts: Yes
Jonathan Green: Yes
Charles Smart: Yes
Meeting adjourned at 9:00PM