Information Technology Advisory Committee (ITAC)
Town of Belmont
26 March 2014
Conference Room 4

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

Voting Members Present
- Phil Lawrence <illinoisalumni.org!pwl> (co chair; dominant) (VM)
- Jim Berets <verizon.net!jberets> (co-chair; less dominant) (VM)
- Jonathan Green (VM)
- Dan Ellard <gmail.com!ellard> (VM)
- Duane Bronson, <real-time.com!bronson> (VM)
- Charles Smart <verizon.net!cnsmart> (founding chair) (VM)

Town Staff Present:
- David Petto (Director of IT, Town of Belmont) <belmont-ma.gov!dpetto> (TS)
- Steve Mazzola (Director of Technology, Belmont Schools) <belmont.k12.ma.us!SMazzola> (TS)
- Robin Tillberg (IT Manager, Belmont Municipal Light Department) <belmontlight.com!rtillberg> (TS)
- John Steeves (IT/Technology, Belmont Police Department) <belmontpd.org!jsteeves> (TS)

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

Meeting called to order at 7:33pm.

Minutes of the 25 February 2014 ITAC meeting approved.

Robin Tillberg reported that he is updating the remaining Light Department computers from Windows XP to Windows 7.

Dave Petto reported that next week the Town will go live on the new permitting system, replacing a system that is 8 or 9 years old. The Windows 7 / Office 2010 upgrade is almost entirely done. A few machines still need to be upgraded in the Assessor's office after a software vendor certifies that their system works with Windows 7. During the month of April, the hosted MUNIS implementation will continue to be tested. The target date to go live is May 8th. Dave is still working to staff his open position for a help desk support technician.

Steve Mazzola reported completion of the SIF integration project with the state, enabling uploading of student data to the state on a daily basis. Next week, Belmont will be participating in the new testing program for the Common Core curriculum. This is the potential replacement for MCAS. The tests will be both paper-based and computer-based with electronic tests at the Butler School and Belmont High School. At Butler, the students will be using PCs and laptops; at the high school two classes will use PCs and one will use iPads. Phil Lawrence asked about online math programs being introduced at the elementary schools. Steve reports that they are using a new program called enVision Math. FERPA and

HIPAA reviews have been completed. Most of the FERPA recommendations have been implemented; a few are still being reviewed.

Phil Lawrence asks about the status of someone to work at the Library who will support IT there. The job is posted. In the meanwhile the town is helping provide IT support at the Library.

John Steeves reported that the Windows 7 rollout is still in progress at the police department. Also, they use an eSoft appliance as an email server, firewall, VPN server, and Internet proxy server and the vendor abruptly announced that they were going out of business. Support for the appliance will be available through December, and an alternative will need to be found. Duane Bronson suggested potentially using a Mac Mini because many of those services could be run easily on this kind of a system. John said he would look into that as well as other alternatives. The fingerprint machine used by the police department is also near the end of its support.

Steve Mazzola reports that all school employees soon will be required to go through a background check that will include a fingerprint-based check.

Charles Smart asks whether the ITAC should seek to become better known in the town as a resource. Phil suggests that we might want the ITAC to consider providing an update to the Selectmen. Charles suggests that this would be useful for he School Committee too. The Library Trustees might also be an audience. Phil also suggests that the ITAC could be a conduit for new technologies that could be helpful to the town by bringing new efficiencies or capabilities. An example as to how this was done before was with the iSafe program (E-Safety Education). Phil suggests there are two ways to bring ideas for discussion to the committee: by identifying problems or challenges, and through discussing innovative ideas that might change IT in the town. Jim Berets suggests we might add a regular agenda topic for committee members to talk about IT innovation and challenges at each meeting. The committee thought that this was worth trying so Phil will add it to next meeting's agenda.

The committee discussed how a possible format for providing information to the Selectmen might be a brief overview of what the ITAC does, as well as a "State of IT in Belmont" overview. Phil suggested that Dave Petto bring some materials to the next ITAC meeting that we could look at as part of creating an update for the Selectmen. Possible topics might be the new permitting system or (from Robin) the smart meter system. Steve suggests that there is a lot of context that the ITAC has that is not known by the Selectmen, School Committee, and so forth, and that the nuts and bolts of particular projects are probably less useful to them. Perhaps more relevant would be a high-level overview of what the committee and IT does. As part of preparing this presentation, Charles will pull together some historical materials, Jim will create an outline for the presentation to the Selectmen and share it with Phil and Charles. The draft presentation will be shared with the committee at the next meeting. Duane recommends adding a topic to the presentation of looking to the future.

Phil Lawrence made a motion that the ITAC prepare a presentation on the work of the committee, aimed for a broad audience, for delivery to the Board of Selectmen, School Committee, and Library Trustees. The motion was approved unanimously.

Phil suggests that the IT managers of the town communicate at their department head meetings the existence and role of ITAC to make the committee better known.

Next meeting scheduled for Wednesday 14 May 2014.

Meeting adjourned at 9:31pm.