

Information Technology Advisory Committee (ITAC)
Town of Belmont
16 March 2016
Conference Room 1

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APPROVED MINUTES

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

Voting Members Present

- Phil Lawrence <illinoisalumni.org!pwl> (chair) (VM)
- Jim Berets <verizon.net!jberets> (vice-chair) (VM)
- Dave Goldberg <verizon.net!david.goldberg6> (secretary) (VM)
- Jonathan Green <gmail.com!green.jbg> (VM)
- Charles Smart <verizon.net!cnsmart> (founding chair) (VM)
- Dan Ellard <gmail.com!ellard> (VM)
- Duane Bronson, <nerdlogic.com!Duane.Bronson> (VM)

Non-Voting Members Present:

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)
- 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 7:30PM

Charles Smart congratulates Phil Lawrence for a great presentation to the Board of Selectmen meeting on Monday, 14 March.

Minutes of the 3 February 2016 meeting approved as is.

Dave Petto reported that he has an opening for a help desk technician. There are eight candidates already. In the mean time the rest of the staff are covering. This has an impact on some of the ongoing projects. On Monday the permitting system was upgraded. Migration of files onto the new storage area network (SAN) is ongoing. Document management for the Town Clerk's vital records is in place and staff training should begin soon. The security update to the MUNIS system reported on as in progress at the last meeting has been completed. Dave described upcoming short training classes to teach staff about the systems, how to use services and how to use particular applications.

John Steeves reported that the communication system renovation/upgrade is in progress. Next week the equipment will be moved from its current temporary space into the permanent communications room. Once that is complete a number of projects such as PC upgrades will move forward.

Steve Mazzola reported that the past month has been busy. The first round of on line kindergarten registration was just completed. For many families this was the first interaction with the school district. The on line registration is designed to be easy for parents to use and saves a lot of work on the administrative side because the data is stored in a format that can be ingested into the student

information system. Given its success, next year the on line registration will be used for all students. To measure success the Education Technology department mapped out the old process into milestones and observed when those milestones were met under the on line system. They found that time was cut nearly in half and largely eliminated problems, such as looking up contact information, for dealing with input errors. In response to a question, Steve noted that his webmaster has been working on meeting Americans with Disabilities Act compliance for a couple years with more emphasis this year. Dave Petto reported that the Town IT is doing the same. Steve reported that Education Technology is planning for summer projects. The lack of snow days means that they will likely be able to get started on summer projects a week earlier than last summer. Steve noted a recent effort in partnership with the High School PTO to integrate wireless microscopes into the AP Biology class. The microscopes display on a student's iPad allowing teams to see without taking turns and allowing screenshots to be taken and included in a lab report.

Phil Lawrence noted that during the presentation to the Board of Selectmen, one of the questions asked of him was whether ITAC was taking into account the Vision 21 plan. Charles Smart suggested inviting the authors of the plan to a future meeting for a discussion. Phil agreed to make that contact. The rest of us agree to read the plan on the Town's web site.

One of the members asked if ITAC should make a statement regarding the proposed cell antenna in the Plymouth Church's steeple. We discussed the issue and considered ways we might be able to help with the discussion and concluded that we are willing to research the issue if so requested.

One of the members noted that the School Committee appoints four ITAC members so perhaps we should provide a similar presentation to what we gave to the BOS to the School Committee. Steve Mazolla suggested that any such presentation would be better if it were more focused since the School Committee tends to be more aware of ITAC activities. Phil will ask if the School Committee if they would want such a presentation and if so, next month we will consider how to refocus the briefing.

Phil reported that ITAC did submit our annual report.

Next meeting set for Wednesday 27 April 2016 at 7:30PM

Meeting adjourned at 8:50PM