

Information Technology Advisory Committee (ITAC)  
Town of Belmont  
July 26, 2006  
Conference Room 4

APPROVED MINUTES

[Minutes are sent to Sandra Curro town.belmont.ma.us!scurro when approved]

%%% PRESENT %%%

Voting Members Present

- Jim Berets <verizon.net!jberets> (co-chair; more dominant) (VM)
- Simson Garfinkel <acm.org!simsong> (secretary) (VM)
- Dave Goldberg <verizon.net!david.goldberg6> (VM/SC)
- Charles Smart <verizon.net!cnsmart> (founding chair) (VM)
- David Rich, <amd.com!david.rich> (VM)
- Libby Firenze <statestreet.com!lfirenze> (VM) (by teleconference)

Non-Voting Members Present:

- John Bowe <bowe.us!john>, School Committee (NVM)

Town Staff Present:

- David Petto (Manager of IT, Town of Belmont)<town.belmont.ma.us!dpetto> (TS)
- Lee McCanne (Director of Technology, Belmont Schools) <belmont.k12.ma.us!LMcCanne> (TS) (T)

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%%% NOT PRESENT %%%

Voting Members Not Present:

- Jonathan Green <bellatlantic.net!jbgreen> (co-chair; less dominant) (VM)

Non-Voting Members Not Present:

Town Staff Who Have Come From Time to Time That Are Not Present Tonight:

- Jeff Conti <town.belmont.ma.us!jconti> (Assistant Town Administrator)
- Philip Sullivan (Network Manager, Belmont) <belmont.k12.ma.us!PLSullivan@> (TS)
- Thomas Younger (Town Administrator) <town.belmont.ma.us!tyounger> (TS)
- Floyd Carman <town.belmont.ma.us!fcarman> (Town Treasurer)
- Barbara Hagg <town.belmont.ma.us!bhagg> Town Accountant
- Kristina Frizzell <town.belmont.ma.us!kfrizzell> accounting

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Key:

VM = Voting ITAC Member  
VM/SC = Voting ITAC Member/School Committee  
NVM = Non-Voting Member  
FBL = Friend of Belmont Library  
TS = Town Staff  
T = Tardy

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Meeting called to order at 7:40pm in Conference Room 4.

## 1. MUNIS update

Dave Petto says "We're in the middle of it." There are 3 project managers from MUNIS, a contact from MUNIS who is always there to respond (no matter what time we call). The chart of accounts will be completed on Monday. The server is up and running. A couple of clients are installed. A training facility has been set up in the basement of the Town Hall. We are using version 6.0 which was just released last week (oh no!). We've already found problems in it and they are fixing it.

The Light Department goes live December 1st.

The biggest challenge right now is getting the data out of S&S. A company is coming in tomorrow that claims to have data mining software that can convert to any flat-file database and convert to anything. Iconix. We are going to use this to get the raw data out of S&S (maybe). The town is negotiating with S&S to run payroll after January 1st.

There are two backup plans for the data: generating reports (excel spreadhseets) to get the data out. So far there have been no glitches.

Aug 10 - Light department data  
Aug 17 - System Admin training  
Aug 25 - Workflow & Security

Dave is very satisfied with the project managers' work.

## 2. GIS update

Aug 7 - Selectmen's meeting presentation. The Light department is now using the GIS for the electrical network. Next week the new abutter's list program is being loaded. The time to generate the abutter's list should drop from 3 hours to 5 minutes. (About 2 of these lists are generated every week.)

The data for the Water layer is showing up on Friday. The sewer layer data is also coming soon.

The Assessor's database has been connected, so when the assessor's office makes changes, they are automatically reflected in the GIS. This is called the parcel layer, and we know that it is absolutely accurate up to 2002.

We are sharing data with MWRA and Keyspan. But its unlike that we will be sharing data with Verizon and Comcast.

3. Town website redesign is underway. We are having meetings with Virtual Town Hall to make the site look more modern and be more content-driven. There will be primary navigation tags for "businesses," "residents" and "newcomers." There will be a single calendar tab. There will be a single online payment button.

Virtual Town Hall is having its first-ever users group conference.

4. Fiber redundancy RFR.

There have been some delays due to legal issues. The Town hired a consultant to help us look at fail-over requirements for the various town departments (with the exception of the elementary schools and the cemeteries.) There will be a new fiber run that crosses Common Street. We are also moving to OSPF on the routers.

September 7th is the move-in date for the fire department. They won't have a redundant data network, but they will have a redundant radio network that they separately ordered.

We're working with a contractor to find out how to go under the tracks.

5. Lee McCanne says that he plans to respond to EdNets in a manner that is consistent with ITAC's recommendation.

6. Next meeting: Tuesday, September 5th, 6:30pm

7. Meeting adjourned at 8:38pm