Information Technology Advisory Committee (ITAC)
Town of Belmont
18 March 2015
Board of Selectmen Meeting Room

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) (VM)
- Jim Berets <verizon.net!jberets> (co-chair) (VM)
- Dave Goldberg <verizon.net!david.goldberg6> (secretary) (VM)
- Charles Smart <verizon.net!cnsmart> (founding chair) (VM)
- Duane Bronson, <real-time.com!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>
- Robin Tillberg (IT Manager, Belmont Municipal Light Department) <belmontlight.com!rtillberg>
(TS)
- Bob Reardon (Public Affairs Specialist, Town of Belmont)

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

Meeting called to order at 7:30

Welcome Bob Reardon. Introductions all around.

Bob Reardon introduced himself and noted that one of his roles is web master. Bob provided a demonstration of the town web site. The site is hosted by Virtual Towns and Schools and is based on the Drupal content management system. The previous site was also hosted by Virtual Towns and Schools but was based on different technology. The new system is less expensive and more flexible. There was some initial cost in transition but over time there will be a cost savings in the move. In response to a question, Bob noted that while he is not directly familiar with the specifics, the site does meet ADA requirements. Another advantage of the site is that the town is able to give editor access more broadly than before. This allows departments to have more than one person to manage that department's page(s). The site allows people to subscribe to emergency messages. On a related note, Bob is part of the social media team that broadcasts town messages such as the Police department's Twitter account. People can also subscribe to specific content such as meeting minutes and agendas for committees of interest. In response to a question, Bob noted that the site does not track committee membership terms. It might be possible but it cannot be automated. Bob said that there is a separate effort to do that for board appointed committees that might be expandable to other committees (such as

ITAC). Reports on the site are all PDF. Where possible they prefer searchable PDFs but some, such as meeting minutes, come from scanned hardcopies to register stamps and therefore are not searchable. Bob noted that non-Town links published on the site must be approved by the Town Administrator and must have some association with the town such as the Belmont Center Business Association. Individual businesses would not be so published. In response to a question, Bob answered that the Public Affairs department is responsible for content stewardship either by updating content it is responsible for or prodding departments to keep their content up to date. There is not a formal standard in place, though. The service has a capability, regularly run, to report on any broken links on the site. In response to a comment, Bob agreed that the search box is of limited utility. It is a limitation of the service. The vendor promises improvements in future releases. The vendor provides data on the usage, in terms of traffic volume, of the site but Bob did not have figures available.

Minutes of the 11 February 2015 meeting approved as is.

John Steeves reported that the upgrade to the dispatch and records system is deployed. There is still some testing going on of new capabilities. Training is in process. In response to a question John noted that neither the police nor fire departments suffered any communication failures during the recent blizzards.

Robin Tillberg reported that the process to develop a statement of work, contracts etc for the ultimate purchase order for the Cogsdale replacement from NISC, is ongoing. All the stakeholders are involved. Eventually the new system will be a hosted service as MUNIS is now. That will greatly simplify the town networking, eliminating the need for VPN between the town and Light department networks. This will be a long term process. One issue is exporting data from Cogsdale for import to NISC. Getting help from Cogsdale to do that is overly expensive. Robin is exploring other options. Another project, rebuilding the substation, is taking up much time and delaying putting in place a project to replace the SCADA system which is old and has support issues.

Steve Mazzola reported that the Educational Technology department is planning to replace its Storage Area Network over April vacation. The new SAN will be fully replicated in an active - active set up for complete protection and high availability. One site is at the High School, the other at the Chenery. Some network improvements will be put in place to support that. Steve reported that they are in the midst of a security audit. In response to a question, Steve noted that there is a defined incident response process in place. Dave Petto provided some additional detail on that plan. The plan is currently strictly an IT function and came out of the personal information protection program, but should eventually be made part of a broader town-wide plan approved by the Board of Selectman. In response to a question, Steve noted that the increased enrollment in the schools has resulted in a number of pressures on the Educational Technology department. One area of concern is space for computing. Another area is onboarding students into the various systems. The transient nature of some of the students (children of visiting scholars for example) is an additional pressure because of the churn.

Dave Petto reported that Town IT is progressing with migration of email. There was a delay due to a staff change at the vendor he is working with. It has to be a phased approach for logistical reasons and so will continue for some time. Dave reported that he met with the new tech staff at the library. We will invite her to the next meeting.

Jim Berets raised the issue of recent events in the Federal Government related to the use of private email for public business. The issue as it pertains to Belmont is a concern for the committee due to

potential liability.

Jim Berets noted that he has developed a draft of a potential presentation for the Board of Selectmen. We will discuss that presentation at the next meeting.

Next meeting scheduled for Thursday, 30 April 2015 at 7:30 PM

Meeting adjourned at 9:50PM.