Information Technology Advisory Committee (ITAC)
Town of Belmont
6 October 2015
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> (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)
- Paul Roberts <gmail.com!paulroberts> (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)
- Robin Tillberg (IT Manager, Belmont Municipal Light Department)
<belmontlight.com!rtillberg> (TS)
- John Steeves (IT/Technology, Belmont Police Department) <belmontpd.org!jsteeves>
(TS)
- Ellen Girouard (Technology Librarian, Belmont Public Library) <minlib.net!
egirouard> (TS)

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

Meeting called to order at 7:35.

Reintroduction of Ellen Girouard and introductions around the room.

Minutes of the 22 June 2015 ITAC meeting approved as is, along with the draft
presentation attached to those minutes.

Dave Petto reported that Town IT has just kicked off the installation of its new
storage area network (SAN) and new virtual machine servers. This will double the
amount of storage in the town and the total system will be split between Town Hall
(Homer Building) and the Fire Station on Trapelo Rd. with replication between the
two for high availability. Dave noted that within the next few weeks he will
initiate a security awareness program including online training. Dave continues to
investigate multi-factor authentication systems to further improve security. Dave
reported that the email migration from Exchange to Office365 is complete. Next
step will be migrating the Office applications and Sharepoint but that will have to
wait until next year due to other priorities in the queue of projects.

Phil Lawrence asked about the status of the personal email use issue. Dave and
Steve Mazzola noted that they have made the policy clear to the selectmen and the
School Committee.

Steve Mazzola reported that the opening of school went smoothly. Enrollment is up. Incoming kindergarten is about 100 students more than graduating seniors. The mods in use at the high school were set up easily and in time for school to begin. Over the summer the entire wireless network was upgraded. All the town IT departments collaborated on the effort and it got done in a day. Other core network gear was also upgraded and Internet bandwidth increased. Through the SLA among the IT departments the teams are collaborating on a number of efforts. Education IT is involved in the Town SAN upgrade for example. Steve reported that Belmont has joined with a number of other towns including Cambridge and Boston on student privacy and safeguarding student information. In that regard Steve has contracted with a company called Cloud Lock to monitor sharing of student data in Google Drive. Steve has a goal this year to develop a catalog of what student data is collected, how it is stored and what rules apply to it, and make the information about that catalog available to parents so they can understand their rights with respect to that data and make informed decisions.

Steve announced that Education IT has released a mobile app for Apple and Android phones. The app provides a link to Edline (the developer is the same company, Blackboard, that owns Edline) and the school calendar and other news.

John Steeves reported that the main thing going on in the Police department now is the upgraded radio system. Ideally the new system will be in place by the end of November. The upgrade is necessary because the old system is no longer supportable. The system is analog because the topography in Belmont makes digital systems more of a challenge. The mobile units are also being replaced but in more of a staged roll out that started last year.

Robin Tillberg noted that this is Public Power week. The contract with NISC for the new billing and accounting system has been signed. The replacement of Cogsdale should be complete by next October with a major milestone in June. Over the next year a lot of work will be needed on the part of the light department and the treasurer's office to make the transition. Robin reported that the proposals for the new SCADA system came in and a vendor selected. There is a delay with getting the contract in place because the new substation project is taking priority from the legal department.

Ellen Girouard reported that the Library has a virtual private network (VPN) to the Minuteman Library network. There were problems with that network over the summer. The SLA came into play so networking staff from Education IT worked on troubleshooting the issue. The problem appears to have been an ISP problem.

Ellen and Steve noted that the wireless upgrade also added access points to the Library and the pool area.

Ellen noted that a service called Encore that the Library uses to advertise the catalog has not been performing well, resulting in user complaints.

Ellen noted that they have put out an RFP for a new web site. Rather than hiring a contractor to maintain a local site they are looking at a software as a service.

Ellen is looking for a service to host digitized old versions of the Belmont Citizen Herald.

Charles Smart noted that it would be a good idea for ITAC to present the committee's update briefing that was originally drafted at the June 2015 meeting. Jim Berets made a motion that "The chair and vice-chair of the ITAC are authorized to present to the Board of Selectmen, the ITAC update developed at the 22 June 2015 ITAC meeting." The motion carried.

Next meeting scheduled for 10 November 2015 at 7:30 PM

Meeting adjourned at 9:15PM