Information Technology Advisory Committee (ITAC)
Town of Belmont
10 November 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> (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)
- Paul Roberts <gmail.com!paulroberts> (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)
- 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 7:35PM

Minutes of the 6 October meeting approved as is.

John Steeves reported steady progress on the projects within the Police department
but no major milestones.

Ellen Girouard reported that the network connection is working fine and recent
updates to the wifi went smoothly. The Library web site is going to be upgraded
and a company selected to create a new site and migrate the content. The contract
has been submitted to the Board of Selectmen for review. Dave Petto suggested that
Ellen investigate whether this effort requires that level of approval. This web
site effort does not include the activity to digitize old newspapers described at
the October meeting. That will be a separate site and the new library site will
link to it. The new site will run on Wordpress, replacing a Joomla set up that has
not been kept up to date. Several members recommended that care be taken to keep
the Wordpress installation updated and to be careful about using plugins. The VPN
connection to the Minuteman Library network is working OK.

Robin Tillberg reported that there has not been much progress on the new billing
system because of the time it took to get the contract finalized and into the
vendor's queue. That is now done and initial meetings with the vendor should begin
next month. Once the schedule is set, the vendor has a good reputation for staying
on track though keeping to schedule is also dependent on the light department.
Robin believes that the light department's responsibilities are on track to be met.

The contract for the new SCADA system has been signed. Delivery should come in about four months. The new system replaces the main SCADA servers but the terminal devices at existing substations will not be replaced as they are compatible and reasonably new. New terminal devices will be purchased as part of the new substation project. The Toughbooks used for field maps will be replaced by iPads. ESRI will help with the installation of their mapping software on the iPads.

Dave Petto reported that the new SAN and virtualization servers are in place and workloads are migrated from the old system which remains in place as a test environment. Dave is going through a security review of the MUNIS system, making sure that user permissions are set in a manner required to prepare for an upcoming upgrade, probably a year out. Dave hired a new desktop support technician. Dave reported that the air conditioning in the server room in the library went out on November 5th at 8:30PM. Fortunately the problem was detected and responded to quickly; a portable unit was available and deployed in short order, and no damage to any computing equipment occurred. Dave also reported that the network switch stack in the Homer building needs to be replaced due to a failure. These switches were due for life cycle replacement already and new equipment on order so this replacement is just an acceleration of that plan. Dave reported that he will begin security awareness training after the new year. Ellen asked that Dave give that presentation at the library. Dave is starting to investigate mobile device management solutions to manage all the phones and tablets being deployed. Robin noted that could be of interest to the light department as well. Dave reported that they are about to renew the backup/disaster recovery contract at a savings of $6000 per year. Dave noted that he is phasing in Windows 10 with new computer purchases.

Paul Roberts asked about what services are on line and what ITAC might do to encourage expansion of such services. It turns out that more services are available on line than we realized, but it's not clear how well utilized the online services are. Paul proposes that over the next six months ITAC interview the various departments and ask about their manual processes and look for opportunities to create new automated ones that might save the town money.

Jim Berets asked about a new "text to 911" service. John Steeves reported that is coming and being driven by the state.

Phil Lawrence reported that he has contacted the Town Manager's administrative assistant to schedule the presentation to the Board of Selectmen but no date has been set.

Next meeting scheduled for Tuesday, 15 December 2015 at 7:30PM

Meeting adourned at 8:40PM