

Information Technology Advisory Committee (ITAC)
Town of Belmont
10 January 2017
Conference Room 1

2017 MAR 27 AM 9:22

APPROVED MINUTES

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

Voting Members Present

- Paul Roberts <gmail.com!paulroberts> (chair) (VM)
- Phil Lawrence <illinoisalumni.org!pwl> (vice-chair) (VM)
- Dave Goldberg <verizon.net!david.goldberg6> (secretary) (VM)
- Dan Ellard <gmail.com!ellard> (VM)
- Jonathan Green <gmail.com!green.jbg> (VM)
- Cheryl Fletterick <hotmail.com!cfletterick> (VM)

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)

Remote attendance via Google Hangout (and therefore not eligible to vote):

- Jim Berets <verizon.net!jberets> (VM)
- Glenn Wong <gmail.com!glennpwong> (VM)

Key:

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

Meeting called to order at 7:45PM

Minutes of the 16 November 2016 meeting accepted as is.

Dave Petto reported that this is now budget season. Dave is preparing his capital budget. Top priority is the old light building and dealing with the fibre equipment therein now that the new substation is on line and the old building will soon be decommissioned. The project starts with a phase in which the fibre network is mapped to the GIS system and all dark fibre is tested. Once that is done there will be a design phase to determine where to move the hub and whether to move other hubs. And after that, construction. The intent is to develop a plan that takes into account the possibilities of new high school and library buildings. ITAC will likely have an advocacy role as this plan develops, and possibly a review role for any bids for the work.

Phil Lawrence noted that he and Paul Roberts need to begin work on the annual report.

Paul Roberts provided a review of the ITAC meeting schedule discussion from the November meeting which represented a change from the October meeting. The topic of meeting frequency came up again. A review of the minutes shows that we agreed on a schedule on 5 October of two set meetings with a monthly request for topics that might justify additional meetings. On 16 November we agreed to add a third set meeting. The process for justifying and calling additional meetings will remain.

Paul Roberts brought up topics that ITAC can help the town with. Examples include increasing use of online resources to increase participation within the Open Meeting Law guidelines. The use of Google Hangout for this meeting is one

demonstration. Others include saving a recording of the meeting and making it available. Paul also brought up improving the ITAC web presence. Cheryl Fletterick noted that a more public outreach could also be helpful. We agree that these topics should be taken up by sub-committees and considered four possibilities to start with.

One subcommittee could look into remote participation, including allowing remote participants to vote. According to Paul Roberts through discussion with Town Counsel, at the discretion of a committee chair, remote access technology can be used to enable people to attend, but not take part in voting. The Board of Selectmen could authorize remote attendees to vote but that would be a global decision, not on a per committee basis. We discussed use of Hangout's recording feature and the issues having meetings recorded brings up. The question came up whether to ask Belmont Media Center to handle recording. BMC likely does not have the resources to do more than they already do for Selectmen and School committee meetings. However it might be useful to offer the video to BMC for archival purposes. There are a lot of questions.

Motion: ITAC will establish a subcommittee to investigate the feasibility, legality and desirability of bringing online access to town committee meetings, and where appropriate recommend best practices for implementation.

The motion is adopted. ITAC members will let Paul know if they are interested in being on the subcommittee before the next meeting.

A second subcommittee could work on developing an ITAC web site to serve as an example for other committees on how to best use web presence for public outreach. For now we conclude we do not need a subcommittee for this. Paul will work with Dave to understand capabilities and rules around maintaining committee content on the Town web site.

A third subcommittee could put together a "public health" product for cyber security issues. The schools use iSafe. Perhaps that can be tailored to other audiences.

Motion: ITAC will establish a subcommittee to investigate issues of cyber security as a public health issue in the town in order to identify gaps in current town wide educational offerings.

The motion is adopted. ITAC members will let Paul know if they are interested in being on the subcommittee before the next meeting.

A fourth subcommittee could research what other towns are doing with IT that Belmont might want to adopt.

We decided to start with just two subcommittees for now.

The next full committee meeting will be Tuesday, 4 April 2017 at 7:30PM.

Paul will determine subcommittee membership and subsequent meetings. Paul will solicit topics for a potential interim committee meeting according to the agreed upon process.

Meeting adjourned at 9:30PM