

Information Technology Advisory Committee (ITAC)  
Town of Belmont  
Date 14 January 2014  
Conference Room 1

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#### APPROVED MINUTES

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

#### Voting Members Present

- Phil Lawrence <[illinoisalumni.org!pwl](mailto:illinoisalumni.org!pwl)> (co chair; dominant) (VM)
- Jim Berets <[verizon.net!jberets](mailto:verizon.net!jberets)> (co-chair; less dominant) (VM)
- Dave Goldberg <[verizon.net!david.goldberg6](mailto:verizon.net!david.goldberg6)> (secretary) (VM)
- Charles Smart <[verizon.net!cnsmart](mailto:verizon.net!cnsmart)> (founding chair) (VM)
- Duane Bronson, <[real-time.com!bronson](mailto:real-time.com!bronson)> (VM)
- Dan Ellard <[gmail.com!ellard](mailto:gmail.com!ellard)> (VM)
- Jonathan Green <[gmail.com!green.jbg](mailto:gmail.com!green.jbg)> (VM)
- John Lohavichan, <[gmail.com!john.lohavichan](mailto:gmail.com!john.lohavichan)> (VM)

#### Town Staff Present:

- David Petto (Director of IT, Town of Belmont) <[belmont-ma.gov!dpetto](mailto:belmont-ma.gov!dpetto)> (TS)
- Steve Mazzola (Director of Technology, Belmont Schools) <[belmont.k12.ma.us!SMazzola](mailto:belmont.k12.ma.us!SMazzola)> (TS)
- John Steeves (IT/Technology, Belmont Police Department) <[belmontpd.org!jsteeves](mailto:belmontpd.org!jsteeves)> (TS)
- Robin Tillberg (IT Manager, Belmont Municipal Light Department) <[belmontlight.com!rtillberg](mailto:belmontlight.com!rtillberg)> (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

New participant, John Steeves of the Police Department. Introductions around the table.

Minutes of the 3 December 2013 meeting approved as is.

At the December meeting ITAC agreed to amend the 1 October 2013 minutes to correct a statement about the Belmont Light Department's separation from the Town Network. A motion was made to accept the 1 October 2013 minutes as amended. The motion carried unanimously.

Dave Petto reported that Windows 7 upgrades are nearly done. Office 2010 has been deployed to key personnel in preparation for training and eventual wider distribution. Dave also noted that the town is still testing the hosted MUNIS environment. Some issues have come up but Dave expects to cut over by the end of February. Staffing is still short by one desktop support position. No candidates in the first round met the requirement. Another round of interviews is in progress. Dave is reworking his budget narrative to address the short staff which has resulted in some project delays. Dave also took a placeholder for fiber work at 450 Concord off the table because nothing will happen with that building for several years so it is not an immediate need.

Robin Tillberg reported that the Light Department's phone system has been physically separated from the Town network. Robin also noted that the Light Department is implementing a Call Management System to track Customer Service calls. Robin informed us that the new substation project is currently in the planning phase and will shortly move into RFPs, demolition, build, and then electrical.

Steve Mazzola reported on an issue to replace staff computers at Burbank and Butler. Ideally Winn Brook would also be done but staffing issues require spreading the project over more time. The School Interoperability Facility (SIF) project which is a connection for providing the state with required information is now underway. This is an improvement over quarterly coordination with the state. Changes can now be synchronized nightly. Ed IT is working with Town IT to upgrade the core switch in the Library. Steve noted that he, Phil Sullivan, Robin Tillberg and Dave Petto are working on updating the Service Level Agreement that governs the shared IT functions among the IT departments. John Steeves noted that Police IT is largely separate but they do participate in some functions. Steve elaborated on the status of the iPad project. Steve described holding a focus group to get a sense from the students of their perception which will be followed up with a survey. Steve also polled the teachers to see how it is going. The data is still being reviewed to see if any adjustments in policy are needed.

John Steeves reported on his effort to upgrade from Windows XP to Windows 7 and that the police will be taking part in the town's office upgrade in the fall. John noted that police has about 30 PCs in the building and another 12 in the cars. Critical systems include the computer aided dispatch system and access to state record lookups. Payroll and other admin functions run through the town. A number people in the department have VPN access for MUNIS. John noted that approximately 50% of the police departments across the state are on their own network. There are some requirements related to connectivity to the state that makes it sensible for the police to maintain its own network which predates the town network. The connectivity in the cars is primarily 3G cellular. Two newer cars are 4G capable but the network doesn't seem to support it very well. Voice communication is still radio based.

Next meeting scheduled for 25 February 2014 at 7:30PM

Meeting adjourned at 8:45PM