

Information Systems Advisory Board Meeting

January 4, 2000

Minutes

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Members Present:

Beth Ahern
Leon Barzin
Arthur Wong

Absent:

Iva Conti
Lee MacQuarrie
Steve Anderson
Peter Kirkby
Michael Jaillet

The minutes of the December 7th meeting were approved as submitted and will be posted on the web site.

I. OLD BUSINESS

A. TOWN UPDATE

Beth reported that the Town has been occupied with the following:

1. Y2k Update

There have been no problems noted.

2. Capital Budget

The IS capital budgets from all departments were presented. The total amount requested is \$285,450. The categories are network upgrades, end user technology, general government upgrade, library minuteman, GIS orthophotos, automated voice retrieval system, training, and redistricting/busing software. The next step is the finance director Pam Dukeman's review and consolidation and then it will be presented to the Selectmen.

3. Town Update

The Town has been hit hard this past week with viruses. Thankfully they have all been nuisance viruses, but still time consuming and frustrating. The weak link is the end user PC not being automatically updated with the latest software or users inadvertently turning the virus protection off. Real Estate bills went out and the early run of the payroll was uneventful.

B. SCHOOLS UPDATE

Beth reported the following updates for the School:

1. Consolidation of Town and School IT Operations

The IS report from Infinity computers has not been received. Beth will ask the school department for the results. The Town sections and networking diagrams were presented at last month's meetings, but no further information has been received. When the entire report is forwarded a meeting with Paul Ash, Mike Jaillet and Leon Barzin will be scheduled.

2. Scheduling

Scheduling dates have been set with the guidance departments at the High School and Middle School. IS continues to try and push as much of the information into the hands of the users. Resistance occurs initially, but once they see the benefits and value of information at their fingertips progress is made.

3. New Hardware

New printers were installed at the Middle School and High School for printing schedules, grades, and report cards. These new laser printers are much faster and can handle the large volume.

C. GIS UPDATE

1. GIS Analyst position

The GIS analyst position is advertised with a deadline of January 14th. Two resumes have been received so far.

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II. NEW BUSINESS

1. *IS Security Policy*

The IS Security policies were passed out for members to review. These will be disseminated to users again as a continuing reminder of the security procedures in place.

2. *Web Statistics*

Detailed statistics on the last six months of activity on the Town Web site was presented.

3. *Next Generation IT Strategic Planning*

A proposal was presented to get some feedback on an updated long range IT plan.

4. *Meeting Dates*

A list of meeting dates was passed out.

III. OTHER BUSINESS – none reported.

IV. PUBLIC & PRESS

V. ADJOURNMENT

The meeting was adjourned at 9:00 p.m.

The next meeting will be held on TUESDAY, February 1, 2000 at 7:30 p.m. in the *Selectmen's Meeting room* at Town Hall.