

Information Systems Advisory Board Meeting
March 7, 2000
Minutes

Members Present:
Beth Ahern
Steve Anderson
Peter Kirkby
Leon Barzin
Lee MacQuarrie

Absent:
Michael Jaillet

Visitor: Mel Burnstein
Kevin Joyce

The minutes of the February 1st 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. High Speed Wireless Internet Access

Kevin Joyce from Metricom presented their high-speed wireless Internet access network proposal. Metricom's wireless network consists of wireless shoebox size radio transceiver /receivers (12 lbs) that would be mounted on 4% of the street lamp poles in the town of Westwood. The location of the receiver tower will be in Dedham. This service allows users to access the wireless network throughout the Boston Area. Westwood would be one town of many with this service. A nine city rollout is underway, including the City of Boston and Lynn. Metricom is looking for approval from the Information Systems Advisory Board and the Board of Selectman.

The Information Systems Advisory Board and the Cable Advisory Board see no objection in negotiating with Metricom. Leon Barzin will be drafting a proposal and will distribute to the Information Systems Advisory Board and the Cable Advisory Board for review. This proposal will then be forwarded to the Board of Selectman.

Below are some questions addressed at the meeting:

Q: What is the effective range needed between street poles?

A: Usually, every ¼ mile there would be a radio box mounted to the lamp pole. Metricom will perform a verification which will identify ideal pole locations.

Q: Is there a frequency license required?

A: No frequency license is required. The wireless network would be transmitted on the public frequency.

Q: How does Metricom plan to market this product?

A: Metricom currently has a contract with MCI.

Q: What is the monthly cost for this service?

A: The average monthly cost would be between \$65.00 - \$110.00 per month. This may vary depending on the market and use.

Q: How does the Town of Westwood benefit from this service?

A: The town will receive ten free subscription for this service, as well as a 5% gross revenue paid to the town.

Q: Is there data degradation or performance issues (speed, downtime)?

A: The data will be transmitted on a T1 line and there should be no backlog of traffic.

Q: What are the modem requirements?

A: The only system requirement needed would be a wireless modem, which can be purchased through Metricom or any computer reseller.

Q: Is there an exclusive contract with Metricom?

A: No

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2. *Information Systems Clerk*

Information Systems department hired Patty Comeau as the new Information Systems Senior Clerk.

3. *Systems Analyst Position*

Interviews are in progress for the Systems Analyst Position.

4. *Next months Information Systems Advisory Board meeting on April 4, 2000 will be cancelled.*

B. SCHOOLS UPDATE

Beth reported the following updates for the School:

1. *Progress Reports were distributed for Term three to the Thurston Middle School and the Westwood High School on March 3, 2000.*

2. *Century User's group meeting*

Norwood hosted a Century user group meeting with the focus on user problems, response time concerns and establishing a spokesperson for the Massachusetts users group. This spokesperson will address issues discussed in each meeting and present these issues in writing to Century. The next scheduled meeting will be in Medfield on April 4, 2000, at 10:00 am.

5. *New PC's*

The Information Systems department has purchased some new PC's for the school department.

C. GIS UPDATE

1. *GIS Analyst position*

Donna McClellan in the IS Department was hired for the GIS Analyst position.

II. NEW BUSINESS

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, May 9, 2000 at 7:30 p.m. in the Selectmen's Meeting Room at Town Hall.