

**Information Systems Advisory Board Meeting
November 7, 2000
Minutes**

The minutes of the October 3rd meeting were approved as submitted and will be posted on the web site.

Members Present:

Beth Ahern
Leon Barzin
Peter Kirkby
Iva Conti
Steve Anderson

Absent:

Alan MacDonald
Michael Jaillet
Chris Gerails
Lee MacQuarri

I. OLD BUSINESS

A. TOWN UPDATE

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

1. *Software Update*

The IS department is currently upgrading all Town computers to Office 2000 and installing Lotus Organizer.

2. *Website Changes*

The town has a new employee that is initiating website changes as well as adding new content to the Website.

3. *Community Events Sign*

A community events sign has been posted on High Street to notify residents of upcoming events. These posting will also be posted on the Website.

4. *Recreation Department*

The recreation department is in charge of scheduling field time for the local sports team. Each sports team will need to provide the recreation department with a database with all the children's names on each team. This list will then be compared to the town database and the fields will be scheduled accordingly, giving residents first priority over non-residents.

5. *Library*

The main library is looking into setting up several computers in the main library for local residents to use for computer training. Unfortunately, the space in the library is very limited. Peter Kirby suggested that the town utilize a training facility that is already established. This would eliminate purchasing new computers, as well as trying to allocate space for them. The State Street Corporation has a training facility located on University Avenue that could possibly be used for training purposes. Peter will look into this option further and report back with his findings.

6. *Capital Budget*

The IS capital budget report for fiscal year 2001 was distributed to all ISAB members for review.

B. SCHOOLS UPDATE

1. *Department of Education*

The transfer of the 35 data elements is still ongoing for the state Department of Education (DOE) process.

2. *New SPED Software*

The school is currently cleaning up the school database file for the new SPED software program.

3. *New Medical Reporting*

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The school is researching new Medical Reporting software with our current Starbase software package.

4. *Transcripts & Report Card Bubble Sheets*

The school has been working on correcting transcripts and printing bubble sheets for first term report cards.

C. GIS UPDATE

1. *GIS Cleanup*

The GIS department is working on cleaning up the town GIS database file.

2. *GIS Day*

The annual GIS day will be held on November 15, 2000.

3. *New Fly-Over Photography*

GIS will be meeting with Marin Environmental on November 28, 2000 to discuss the possibility of performing a fly over, to obtain new updated GIS photographs.

II. NEW BUSINESS

III. OTHER BUSINESS – *none reported.*

IV. PUBLIC & PRESS

V. ADJOURNMENT

The meeting was adjourned at 8:30 p.m.

Next meeting December 5, 2000 at 7:30pm, Selectmen's Meeting Room, Town Hall.