Information Systems Advisory Board Meeting
November 6, 2001
Minutes

The minutes of the October 23rd 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. AT&T Update

   The Selectmen met with AT&T Broadband to discuss the deficiencies in service for residential high speed internet, and the INET. The new INET was to be completed by March 15, 2001. There has been no progress on upgraded services or the new INET.

   2. Operations Budget

   The IS department is working on the operations budget for the Town and the School. The goal is to maintain the budget with minimal changes.

   3. Training Classes

   Computer training sessions in Excel, Word, Adobe Acrobat, ZIP and computer basics will be offered to all town and school employees during the last week in November.

   4. Computer Viruses

   Various computers have been hit with viruses over the past month. We are installing the latest Norton Corporate Edition anti-virus software on the main servers.

   5. SFG Changes

   This year the W2 and 1099 forms for the state have changed. We have updated these forms in the town's SFG software.

   6. New Payroll Service

   The town is still moving towards a new payroll service to generate the town's payroll.

B. SCHOOLS UPDATE

   1. Recreation Department

   The recreation department has purchased new software. This recreation software package is scheduled for installation in November.

   2. Progress Reports & Report Cards

   Progress reports and report cards were generated for the High School and Middle School.

   3. 35 Data Elements

   The IS department has submitted the 35 data elements to the state. This procedure will eliminate the need for each school to submit manual reports to the state.

4. *New PC's*

   The High School has updated or replaced many outdated PC's.

5. *Palm Pilots*

   All school Principals will be receiving Palm Pilots to assist them in their daily activities.

6. *Martha Jones School*

   Due to construction issues at the Martha Jones School, the INET connection was not available. A new INET connection had to be wired and the school was back up on the INET in November.

C. GIS UPDATE

   1. *Parcel Edits*

      The GIS department has completed the census boundary survey. The transportation and student projection work in GIS continues to be revised and utilized.

II.   **NEW BUSINESS –** *none reported*
III.   **OTHER BUSINESS –** *none reported.*
IV.   **PUBLIC & PRESS**
V.   **ADJOURNMENT**

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

Next meeting December 4, 2001 at 7:30pm, Selectmen's Meeting Room, Town Hall.

mis\minutes\2000\minutesnov2001.doc