

**Information Systems Advisory Board Meeting
December 4, 2001
Minutes**

Members Present:
Beth Ahern
Chris Geraiis

Absent:
Leon Barzin
Peter Kirkby
Doug Flemming
Alan MacDonald
Michael Jaillet
Steve Anderson
Lee MacQuarrie
Iva Conti

I. OLD BUSINESS

A. TOWN UPDATE

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

1. *Police Department*

The Police department is looking into changing their internal payroll software and detail tracking to Quick Books.

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. The 2003 Budget was distributed to all ISAB members for review.

3. *Training Classes*

Training sessions were held during the last week in November and the turn out was great. We received rave reviews on the classes and the instructor.

4. *Billing*

The Tax, Sewer, and Motor Vehicle bills have been generated.

5. *Software Upgrades*

The Assessors and Payroll software upgrades are still being worked out.

6. *2002 ISAB Meeting Schedule*

The 2002 ISAB meeting schedule was distributed to all ISAB members for review.

B. SCHOOLS UPDATE

1. *Recreation Department*

The recreation department's new recreation software has been installed and the individual workstations are being setup. When all workstations are up and running the software vendor will remotely log into the server and download our recreation data.

2. *Progress Reports*

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

C. GIS UPDATE

1. *GIS Flyover*

The GIS department is still waiting on deliverables from the flyover.

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

The meeting was adjourned at 8:15 p.m.

Next meeting January 8, 2002 at 7:30pm, Selectmen's Meeting Room, Town Hall.

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