

**Communication Technology Advisory Board Meeting**  
**May 13, 2003**  
**Minutes**

**Members Present:**

Donna McClellan  
Leon Barzin  
Mel Bernstein  
Mark Hichar  
Mike Jaillet  
Beth Ahern  
Lee MacQuarrie  
Neil Fleming

**Absent:**

Peter Kirkby  
Alan MacDonald  
Chris Gervais  
Doug Fleming  
Chris McKeown

The minutes of the April 8th meeting were approved as submitted and will be posted on the website.

**I. OLD BUSINESS**

**A. TOWN UPDATE**

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

1. *Public Meeting Video*

*All board members present watched the Conducting Public Meetings video.*

2. *CTAB*

*The merger of the Cable Advisory Board and the Information Systems Advisory Board was approved May 6<sup>th</sup> at the town meeting. The new board name is the Communication Technology Advisory Board.*

3. *Web Based Editing*

*The web base editing feature has been completed on the town website. This functionality allows department heads to edit the content on their own web pages as well as reducing web page costs. The IS department will begin tracking hits on our website and produce a quarterly report.*

4. *New Assessing Software Package*

*The assessors will meet next week to finalize the new assessing software package.*

**B. SCHOOLS UPDATE**

1. *INET*

*Comcast is hopeful to have the INET completed by the end of the year. Comcast has assigned a new support team to assist the town in cable related issues.*

2. *Bus & Parking Fees*

*Bus and parking fee letters will be mailed out next week. The current database software has a module already built in to handle bus and parking fees.*

3. *Picture IDs*

*The school needs to create picture identification cards for students in grades nine through twelve. Mike Jaillet suggested contacting the Police department to use their camera and laminating equipment.*

**C. CABLE UPDATE**

1. *Cable Amendment*

*The cable amendment is schedule to be signed on May 15, 2003.*

2. *Cable Complaints*

*There have been no formal cable complaints since February 6, 2003.*

3. *Board Appointments*

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*Richard Gentilli and Leo Crowe have elected to step down from the cable board. All board members with terms up for reappointment will be contacted.*

**D. GIS UPDATE**

1. *Applied Geographics*

*Applied Geographics have updated the building layers with the deliverables coming in the next few days.*

2. *Tax Map*

*The tax map will be available in PDF format and posted on the website.*

- II. NEW BUSINESS** - none reported
- III. OTHER BUSINESS** - none reported.
- IV. PUBLIC & PRESS**
- V. ADJOURNMENT** – 9:00p.m.

**Next meeting will be June 3, 2003 at 7:30pm, Selectmen's Meeting Room, Town Hall.**