

**Information Systems Advisory Board Meeting  
June 16, 1999  
Minutes**

<b>Members Present:</b> Beth Ahern Leon Barzin Lee MacQuarrie Steve Anderson Karri Parola Iva Conti Michael Jaillet <b>Absent:</b> Arthur Wong Peter Kirkby
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The minutes of the May 19<sup>th</sup> 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. *Real Estate Tax Bills*

*Beth reported that the current quarterly real estate tax bill production time was reduced by one half, copies of the bill are no longer required. Mortgage companies now receive the information digitally.*

2. *Virus Detection*

*Although the Town of Westwood was not affected by the recent virus scare, the Information Systems department has been busy with virus scanning and taking calls from individuals regarding virus transmission as a preventive measure. The PCs are routinely scanned with the Norton Anti-virus software.*

3. *PC Training*

*Beth has been researching and meeting with a few new PC training companies on the state bid list for the upcoming fiscal year. We currently use New Horizons Computer Learning Center for our training and still have several individual training coupons remaining. Beth is seeking new training options to offer group, on-site training to town employees. Beth is working on scheduling a trial class with a new company in the next month. She will update the Board as necessary.*

4. *Update on INET & Cablevision*

*Beth reported Cablevision and the Town of Westwood has been continuously working on obtaining new services as a part of the cable contract. Recently resident subscribers received upgraded service that includes new channels. A flyer with the new rate structure was sent to all cable subscribers.*

*Beth has received notice that parts of the INET have been upgraded as well as the backbone. The date for availability of residential cable modem upgrades is still unknown, but in progress. Beth will keep the Board informed of any new information.*

5. *Web Site*

*Beth reported that our town web site is being updated continuously. Last week Beth was able to make election results available immediately after votes were counted by the town clerk. Department heads fully utilizing the web site have been providing many updates and other useful information to keep our web site current.*

*Leon commented that the welcome page could use some highlighting, suggesting a way of leading a visitor to a particular area.*

**B. SCHOOLS UPDATE**

Beth reported the following updates for the School:

1. *Scheduling*

*Donna McClellan and Karen Cole, Beth's school IS staff, have nearly completed the high school scheduling and will complete it and distribute it prior to the last day of school. In the past, the teachers were required to wait until September to receive their schedules. Donna and Karen*

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*have received many compliments on their efforts. Fortunately, schedule adjustments were not necessary due to the passing of the override.*

2. *RFP For Server at High School*

*Beth published a RFP for a new server for the High School. Beth is expecting to migrate to the new server very soon after July 1<sup>st</sup>.*

C. **GIS UPDATE**

1. *Woodard & Curran*

*Beth reported that the contract with Woodard & Curran will expire on July 15, 1999. Beth will begin negotiation with Woodard & Curran for future services.*

II. **NEW BUSINESS**

*None reported.*

III. **OTHER BUSINESS**

*None reported.*

IV. **PUBLIC & PRESS**

V. **ADJOURNMENT**

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

**The next meeting will be held on *Wednesday, July 21st, 1999* at 7:30 p.m. in the lower level meeting room at Town Hall.**