

**Information Systems Advisory Board Meeting
September 7, 1999
Minutes**

Members Present: Beth Ahern Peter Kirkby Iva Conti Michael Jaillet
Absent: Steve Anderson Lee MacQuarrie Leon Barzin Arthur Wong

The minutes of the July 21st meeting were approved as submitted and will be posted on the web site. Beth reminded the Board that the minutes continue to be posted on the web site. At this time, the Information Systems Advisory Board is the only board that posts its minutes on the web site. Beth stated that she has not received any feedback on any of the content of the minutes.

I. OLD BUSINESS

A. TOWN UPDATE

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

1. *PC Purchases*

Beth reported that the IS Department recently purchased new PCs with Windows NT. It is the intent that going forward all new PCs purchased will be with Windows NT. Most likely the only exception will be PCs the Library purchased with Windows 98 as the library's Minuteman Network only runs on the Windows 98 platform. On Thursday, September 9, 1999, Beth and the IS staff will receive Windows NT training. Beth reported that the NT platform should provide a more stable environment for ArcView.

2. *Financials*

Beth reported some Y2K minor adjustments with SFG, the town's financial software. Some problems with reporting and transferring the budget have been occurring. Beth also reported that the sewer and real estate bill printing continues to be carried out smoothly and successfully, independent of the IS Department.

3. *Cablevision & Y2K*

Beth shared a copy of a letter and documents from Cablevision with the Board regarding Y2K compliance. The attached documentation provides a breakdown on Y2K Program Phases and essentially states that no assurance can be made that Cablevision will be successful in achieving compliance.

Beth informed the Board a Cable Committee meeting is scheduled for Monday, September 13th at 5:30 p.m. at the Colburn School to discuss negotiation of the Cablevision contract. Beth is unable to attend the meeting and asked if a member of the Board could attend.

Cable TV Broadband Permitting

Beth handed out a copy of a document provided by the wiring inspector about the requirement of obtaining a permit to install network-powered broadband communications systems. Beth stated that this requirement is an important one as the town has already had some prior problems with power surges at cable modem installations.

B. SCHOOLS UPDATE

Beth reported the following updates for the School:

1. *School/ IS Clerical Position*

Beth reported that Karen Cole; her part-time, school/IS employee is leaving to take a position in the building department office. Beth stated that Karen would bring her knowledge of technology and automation to a department that has previously done much of the work on paper.

At this time, Beth is reevaluating the school/IS position. As with all positions in town, when a change in staff occurs, the position and its duties are analyzed in order to identify any additional responsibilities or needs for the future. Beth reported that she met with the assistant superintendent early this week and at this time he is not sure that it wants to replace/re-fill the position. Beth told the Board that there is a true need for a part-time, staff person to assist Donna McClellan with the administration of the school database. Beth will keep the Board posted on developments.

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2. *Purchase Order Processing*

At the last meeting, Beth reported several problems with obtaining purchase orders and invoice processing with the Central Office. At this point, little, if any, improvement has been made in the processing of the bills. Bills have been paid but not as efficiently as possible. All requisitions are typewritten and the lack of a good filing system has caused many delays. Progress on consolidating billing has not yet been achieved.

A couple of weeks ago Beth, Mike Jaillet, Leon Barzin and Ed Kazanjian, the assistant superintendent met to discuss the possibility of consolidation of the town and school IT operations. Beth was asked for input and further discussion is planned. Beth will keep the Board updated.

Other School Related Updates

At the last meeting, Alan MacDonald, the School Committee representative, was asked about the status of the turnover of the fields to the town, with respect to scheduling. At the time, Alan did not know the status but has since contacted Beth to report that the fields have been turned over to the recreation department. Beth also relayed the news to him that the bill situation has not been resolved. Mike Jaillet suggested that at the next meeting to discuss such matters, it should be suggested to Alan he be included at these meetings.

School Administration Staff Training

Training in e-mail, file management, word and excel was successfully carried out at the school department. More training will be coming up in a couple of weeks providing one-on-one training.

C. *GIS UPDATE*

1. *Requests for GIS Services*

Beth reported at the last meeting that the contract with Woodard & Curran has expired. As discussed before calls for GIS assistance, which have been minimal continue to be funneled through the IS Department. Woodard & Curran continue to be very accommodating. Time was spent on GIS for a state reimbursement project to for the school department in order to obtain the number of children who live 1.5 miles from the schools.

A GIS audit will be conducted at the end of the month, with GIS refresher training to follow.

GPS

Beth mentioned to the Board that the engineering department has a new intern who will be doing some work with GPS. Some questions came up about wetlands mapping and the GIS. Mike Jaillet mentioned that the last time wetlands were mapped was in the late 1970's and that an update is essential. There has been some discussion among the conservation commission and the engineering department of the feasibility of a botanist being contracted to walk the wetlands with the GPS and update the town maps. More information will follow.

II. **NEW BUSINESS** - None reported.

III. **OTHER BUSINESS**- None reported.

IV. **PUBLIC & PRESS**

V. **ADJOURNMENT**

The meeting was adjourned at 8:45 p.m.

The next meeting will be held on TUESDAY, October 5, 1999 at 7:30 p.m. in the *Selectmen's Meeting room* at Town Hall.

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