The minutes of the October 5th 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. *Budget FY2001*
   Beth reported that the finance director has distributed the Budget FY2001 guidelines. These guidelines include level services, level staffing, salary increases and expense budgets. This year the finance director is looking for creative enhancements such as pie charts and graphs. For the IS budget preparation, Beth will be meeting with each department manager to review technological operating expenses and capital expenditures for FY2001. This year a target goal will be to budget for replacing 1/3rd of the PCs throughout the Town. This will become an annual goal and every three years all end user equipment will be replaced.

   Beth is anticipating a couple of changes in the IS budget. There will be a request for the GIS operations budget line item to be changed to a salary line item. Beth made a request to the Board of Selectmen (see copy of letter) for permission to begin the process of hiring a GIS analyst. As discussed at previous meetings, the contract with Woodard & Curran, the current GIS vendor has expired and the fee for hourly services has increased significantly.

   Beth is also anticipating a change in the Project Development line item. The Project Development line has been the source of funding for the Town of Westwood web page development and maintenance. Beth will be developing a line item for web-related expenses.

   Other possible items for the IS budget may include the following: upgrading the police department's 911 dispatching software; purchase of new cable modems for use on the I-NET fiber; (The Town's current Zenith cable modems are no longer being manufactured and therefore must be replaced.); and new financial software. The discussion generated ideas around sending out a RFP for turning University Avenue into a smart park. The installation of conduit during the University Avenue reconstruction project and encouraging a company to provide high speed Internet access to the park was discussed.

B. SCHOOLS UPDATE
Beth reported the following updates for the School:

1. *DOE (Department of Education) Information*
   Donna McClellan has completed the collection and input of the seven data elements from all the schools for the DOE. These data elements will be transmitted to the State on November 9th for compilation and assignment of unique identifier, a (LASID) Local Area State ID for each Massachusetts student.

2. *School/ IS Clerical Position*
   Beth reported that a temporary staff person has been filling in the school/IS position for the past three weeks. At this time Beth has decided to fill the School/IS clerk position on a full-time basis, as opposed to the current staffing situation of two part-time individuals. Janice Barba, the current IS (Town) part-time clerk will be leaving the IS department to accept a position in the payroll department at town hall as the benefits coordinator. The advantage of filling the position with one full-time person is most beneficial due to the variable nature of the schedule of school progress and grade reports. Beth has made an offer of the full-time position to a Westwood resident, Susan Filbin, and is awaiting results of pre-employment tests and reference checks at this time. Beth will keep the Board informed.

3. *Unexpected Support Requests*
   The central office administration recently purchased a new digital copier without the technical recommendation and approval by the IS department. This created some unexpected support requests.

Upon installation of the new machine some incompatibility issues with the town financial software; SFG have been discovered. Another item that was also purchased outside the IS technology purchase process was the procurement of a lunch money scanning system. This system is set up for a stand alone PC and cannot be linked to a local area network.

Steve Anderson asked Beth whether or not the school department was aware of the moratorium on purchasing hardware and software that the ISAB instituted in the spring. Beth stated that despite that notice which was distributed town/school wide purchases were still made. The Board members recommended that another communication be distributed on this subject.

4. *Purchase Order Processing*
    At the time of this meeting, no further progress has been made on processing purchase orders and bill payment. It was suggested that another meeting be held including Ed Kazanjian, Beth and with representatives of both the ISAB and the School Committee to see if the situation can be rectified.

5. *Consolidation of Town and School IT Operations*
    Beth reported that at the time of this meeting, the report was not yet available from the school department's consultant, Infinity Computers. Paul Ash told Beth that the report is expected on Friday, November 5th. Beth will keep the Board updated and provide copies of the report as soon as possible. Leon recommended scheduling a meeting with Paul Ash, Bill Johnson and Beth to discuss the findings.

C. *GIS UPDATE*
    1. *GIS Presentation at MassGIS*
        Police Chief, Robert Haas recently conducted a presentation at MassGIS on the Westwood Police Department's utilization of GIS in law enforcement. Chief Haas reported to Beth that the Town of Westwood and the City of Boston were the two Massachusetts towns presenting at their police department operations with GIS.

    2. *GPS*
        The Town has purchased a GPS for approximately $10,000. The unit is one that sits on the back with a hand held device, includes PC software so that data can be downloaded from the device to the PC. This particular GPS is the same equipment and network model that it utilized by Norfolk County and that will enable information sharing.

    3. *Woodard & Curran*
        Beth provided a copy of Woodard & Curran's GPS program implementation goals. The plan outlines the Town's goals for the GPS and the current state of the available source data. (See handout for more information.)

        A GIS project for the school department has been completed and will be displayed at the MassGIS. The information provided data on upcoming enrollment figures and potential redistricting for the next three years.

    4. *GIS at Library*
        The Westwood public library has expressed an interest in the installation of a GIS machine for the patrons. This will necessitate strict security procedures and more GIS training for library personnel.

    5. *GIS Request to Board of Selectmen*
        Mike Jaillet reported that the Board of Selectmen would take up the request of the Information Systems Department for the creation of a GIS analyst position at its next meeting on November 15th. Mike suggested that any ISAB representation of support would be helpful at that meeting in order to assert the need for this position and also answer any specific technical questions that may arise.

II. NEW BUSINESS

MetriCom – Mike Jaillet reported that he recently briefly met with a representative from MetriCom who has expressed an interest in the Town of Westwood. Leon asked Mike to include him and Beth in the next time he has a meeting with MetriCom.

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

The meeting was adjourned at 9:00 p.m.

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

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