

**Communication Technology Advisory Board Meeting
March 15, 2006
Minutes**

The minutes of the February 7, 2006 were reviewed and approved; they will be posted on the CTAB web page.

Members Present:
Donna McClellan
Leon Barzin
Mel Bernstein
Steve Anderson
Lee MacQuarrie

Members Absent:
Chris Gervais
Mike Jaillet
Beth Ahern
Mark Hichar

I. OLD BUSINESS

A. TOWN UPDATE

1. There were 27 applicants for each the Systems Analyst and Administrative Assistant positions. Selected applicants were interviewed in February and early March. We have now hired Terri Duggan for the Administrative Assistant position and Jim O'Connor for the Systems Analyst position. Terri already works for the town in the Accounting and Treasurer's office and will be extending her part time to a full time position with the additional 18 hours in the IT department. Terri started her new job in IT on March 13th. Jim O'Connell currently works for the Dedham Public Schools and will be starting on March 27th.
2. The Westwood Station intranet has been approved and GetFused has almost completed the initial setup for permissions, groups etc. The site will most likely be rolled out in the coming month
3. Working with the Recreation Department and Peak Software to provide a web based rec program solution to residents. Server has been installed. We will be ready to roll out next week.

B. SCHOOLS UPDATE

1. Bill Johnson Technology Director for the Town of Westwood and Mary Alice Misuta – Technology Teacher joined the CTAB to discuss the potential use of the High School Video Studio for cable television programming. Mel Bernstein asked if he could sit in on several classes. Ms. Misuta agreed to email Mr. Bernstein the schedule.

C. GIS Update

1. None reported

C. CABLE/COMMUNICATION UPDATE

1. The following letters were received from Comast:
 - i. January 18, 2006 – Annual License Fee for 2005 \$2,023.00
 - ii. February 21, 2006 – re: competitive licenses – level playing field
 - iii. February 22, 2006 – franchise check (1%) \$35,200.65
 - iv. February 24, 2006 – Family Tier Package added

II. NEW BUSINESS – none reported

III. OTHER BUSINESS - none reported.

IV. PUBLIC & PRESS

V. ADJOURNMENT – 9:00 p.m..

Next meeting will be on April 11, 2006 at 7:30pm, at the Council on Aging.