

**Communication Technology Advisory Board Meeting  
December 2, 2003  
Minutes**

<b>Members Present:</b> Donna McClellan Leon Barzin Chris Gervais Lee MacQuarrie Mel Bernstein Beth Ahern Peter Kirkby Mark Hichar Mike Jaillet
<b>Absent:</b> Doug Fleming Neil Fleming Steve Anderson Chris McKeown .. .. - ..

The minutes of the November 4th meeting were approved as submitted and will be posted on the website.

**I. OLD BUSINESS**

**A. TOWN UPDATE**

1. *Vision Appraisal*

*Vision Appraisal continues their conversion efforts for the Assessing software. The new server has arrived and will be setup next week.*

2. *Capital Budget*

*The Capital Budget is being prepared. A request for redundant equipment for the new INET has been included.*

3. *Virus*

*On November 14, 2003 the town and schools administration were hit with a virus. The firewall stopped the virus from infecting the computers, but created enormous traffic, which slowed down the network.*

4. *Town Website Review*

*The Cable Technology Advisory Board will review the town website, focusing on updating the website to make it easier to navigate and provide more information to residents. All members have been asked to bring in their suggestions to the December CTAB meeting.*

**B. SCHOOLS UPDATE**

1. *Report Cards*

*Report cards for term one were processed for the Middle School and High School.*

2. *Class Size Study*

*Prepared the annual High School and Middle School class size study for the School Administration.*

3. *DOE Submittal*

*On November 6, 2003 the data elements were submitted to the Department of Education.*

4. *First Class Email*

*The IS department would like to move all school personnel to the First Class email system.*

5. *IBM Servers*

*Our department is looking into migrating to new servers for SFG. The IBM servers are no longer being supported and will need to be replaced.*

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**C. CABLE UPDATE**

**1. INET**

*Comcast has continued the installation of the new INET.*

**2. Request of Quotation**

*The RFQ for the new INET network hardware was mailed out to nine bidders on November 19, 2003. All bids are due December 19, 2003. It is anticipated that the bid will be awarded in early January and the work will be completed by the end of February.*

**D. GIS UPDATE**

*None reported.*

**E. NEW BUSINESS**

**1. Cable TV Access**

*The CTAB members will research other communities cable access program and bring in their results to the next CTAB meeting to be held on January 6, 2004. We will be contacting the P.T.O., schools, recreation department and drama club for input on this project as well as any student volunteers. These contacts will be invited to a future CTAB meeting.*

**2. CTAB 2004 Meeting Location**

*The CTAB meeting location for 2004 has been changed to the Council on Aging meeting room. Attached please find the 2004 CTAB meeting schedule.*

**II. OTHER BUSINESS - none reported.**

**III. PUBLIC & PRESS**

**IV. ADJOURNMENT – 9:30p.m.**

**Next meeting will be on January 6, 2004 at 7:30pm, Council on Aging Meeting Room.**