

**Communication Technology Advisory Board Meeting  
May 10 2005  
Minutes**

**Members Present:**  
Donna McClellan  
Mike Jaillet  
Leon Barzin  
Mel Bernstein  
Mark Hichar  
Steve Anderson

**Absent:**  
Beth Ahern  
Lee MacQuarrie  
Chris Gervais

The minutes of the April 12, 2005 meeting were approved as submitted and will be posted on the website.

**I. OLD BUSINESS**

**A. TOWN UPDATE**

1. The Information Technology operating and capital budgets were approved at Town Meeting. However, because of budget issues, the department positions will be restructured to accommodate a 4 person staff.
2. None of the capital budget items for the Police Records Management Software or the Municipal Software were included in the list of capital projects. The end user technology budget which is used each year to support new purchases, replacements, maintenance items was reduced from \$65,000 to \$40,669.

**B. SCHOOLS UPDATE**

1. The operating budget for the IT department identified in the school budget has been level funded.
2. The capital request to provide a complete web solution for the Student Software was not approved. This money \$24,000 will be taken out of the end user technology budget as well as the School Operating budget.

**C. CABLE UPDATE**

1. Westwood was notified by the Department of Telecommunications and Energy that although the waiver of the 60 day solicitation period for advertising was not granted, a 30 day period was allowed.
2. Sample Advertisement language for a cable television license was reviewed.
3. A summary spreadsheet of revenue received from Comcast since 2001 was provided and reviewed.
4. A cable licensing subcommittee was formed with the following members:

Mel Bernstein  
Leon Barzin  
Mark Hichar  
Beth Ahern  
Leo Crowe

**D. GIS UPDATE**

1. GIS Specialist has prepared several atlases – the street atlas is almost complete and distributed to some CTAB members, the sewer and assessor atlases are being worked on.

**II. NEW BUSINESS – none reported**

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**III. OTHER BUSINESS - none reported.**

**IV. PUBLIC & PRESS**

**V. ADJOURNMENT -9:00p.m.**

**Next meeting will be on May 10 2005 at 7:30pm, at the Council on Aging.**