

**Communication Technology Advisory Board Meeting
November 4, 2003
Minutes**

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

Absent:
Beth Ahern
Doug Fleming
Neil Fleming
Peter Kirkby
Chris McKeown
Mark Hichar
Mike Jaillet
Alan MacDonald
Leo Crowe

The minutes of the October 7th meeting were approved as submitted and will be posted on the website.

I. OLD BUSINESS

A. TOWN UPDATE

1. *Vision Appraisal*

The IS department has met with Vision Appraisal and started fresh with a new project team from Vision.

2. *New Firewall*

The new firewall is scheduled for installation on Friday, November 7, 2003.

3. *Recreation Software Upgrade*

We are currently working with the consultants to upgrade the recreation department software.

4. *Council on Aging*

The insurance money has been received for the cable modem and router damaged in the lightning strike in July. This money will be used to connect the senior center to Comcast High Speed Internet using a business account. We will also buy a wireless router and adapters for the six computers located in the COA for public access.

B. SCHOOLS UPDATE

1. *End of Year Report*

We prepared end of year (02-03) school reports for school administration, including detailed attendance and transportation reports.

2. *Elementary Redistricting Study*

The IS department has completed work on the Elementary Redistricting Study for School Administration.

3. *Parent Organizer*

Worked with the High School, Middle School and Downey PTO's and Administration to setup Parent Organizer. We have also coordinated training session for Parent Organizer. Parent Organizer is a web-based software package that will allow teachers to post classroom assignments and other related events on this website. Parents in turn will be able to access this information from any computer. This software allows parents to setup up and customize individual accounts for each child. It will be maintained by the PTO and should be a very useful tool for both parents and teachers.

4. *Progress Reporting*

Progress reports were prepared for the High School and Middle School.

5. *Class Size Study*

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The annual High School and Middle School class size study reports were prepared for the School Administration.

6. *Department of Education*

The IS department is in the process of preparing the DOE submission due November 6, 2003. Reporting required as of October 1, 2003. The DOE has added 12 more elements for a total of 54 elements submitted digitally.

C. CABLE UPDATE

1. *INET*

Comcast is continuing with the installation of the new Institutional Network.

2. *Request of Quotation*

A request of Quotation has been prepared and distributed for review to town and school department heads. The RFQ will be sent out to bidders on November 10, 2003. All bids are due by 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 2004.

3. *Project Committees*

An email was sent out to all connect users describing two potential projects residents could be involved in: cable access programming here in Westwood and a review of the town web site to provide a more intuitive interface with more information available to the residents.

D. GIS UPDATE

None reported.

E. NEW BUSINESS

1. *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.

2. *Cable TV Access*

A committee needs to be formed to research the possibility of a local cable access program in the town. Arrangements will be made to present this idea to the Board of Selectmen in next months meeting. If project is approved, we will publish on the town website, and in the local "Did you know" section in the town newsletter.

3. *CTAB December Meeting Location Changed*

The December 2nd CTAB meeting location has been changed to the Council on Aging. This meeting will focus on the review of the town website. The COA will be connected to COMCAST high-speed Internet and we ask all members to bring their laptops with them for this project. There are also six public computers available that can be used for this session.

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

III. **PUBLIC & PRESS**

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IV. *ADJOURNMENT* – 9:30p.m.

Next meeting will be on January 6, 2004 at 7:30pm, Selectmen's Meeting Room, Town Hall.