

**Communication Technology Advisory Board Meeting
October 12, 2004
Minutes**

Members Present:
Donna McClellan
Leon Barzin
Beth Ahern
Mark Hichar
Mel Bernstein

Absent:
Chris Gervais
Mike Jaillet
Lee MacQuarrie
Doug Fleming
Steve Anderson

The minutes of the September 14th meeting were approved as submitted and will be posted on the website.

I. OLD BUSINESS

A. TOWN UPDATE

1. *Iml Server*

The new Iml server has been installed and users will be moved onto the server within the next few weeks.

2. *Assessors*

The Assessing department has hired a new Assessor, Deborah Robbins. The Assessing department is almost ready to launch their Cama compatible program.

3. *Online Training*

The online training program is up and running, with currently fifteen users utilizing this service.

4. *New Westwood Website*

The implementation of the new Westwood Website has been placed on hold until mid November.

B. SCHOOLS UPDATE

1. *Elementary Grade Reporting*

Training for the Elementary Grade Reporting is scheduled for October 13, 2004.

C. CABLE UPDATE

1. *Cable Access Programming*

The IS department will coordinate an informational meeting with our government representative, Frank Foss, to discuss the future of a cable access program in Westwood.

D. GIS UPDATE

1. *GIS Analyst*

The GIS Analyst position was approved by the Board of Selectmen. The position will be advertised in November. Interviews will be held November – December with a start date planned for January 1, 2005.

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E. NEW BUSINESS – none reported

II. OTHER BUSINESS - *none reported.*

III. PUBLIC & PRESS

IV. ADJOURNMENT –9:00p.m.

Next meeting will be on November 8, 2004 at 7:00pm, in the Selectmen's Meeting Room, Townhall.