Communication Technology Advisory Board Meeting
September 2, 2003
Minutes

The minutes of the July 1st meeting were approved as submitted and will be posted on the website.

I.   OLD BUSINESS

A. TOWN UPDATE
   1.   Merton Group

   The RFP for the Merton Group has been sent out.

   2.   Domain Name

   The town has submitted a request for the domain name westwood.ma.us.

   3.   List Serves

   The town servers will be revised for web access and list serve development, using mailman as an open source product.

   4.   Year End Audit

   We are currently working with the Finance Department to provide data to auditors for the year end audit.

   5.   New Police Website

   The IS department will be working with the Police Chief to develop a new Police Department website.

B. SCHOOLS UPDATE
   1. List Serve Update

   A list serve for each school will be setup as soon as the new domain name is approved.

   2.   Bus Passes

   The IS department has been working with the Central School Administration to enter bus pass payments into the student database software, and revising many bus assignments.

   3.   Thurston Middle School

   The IS department has provided a large amount of scheduling support for the Middle School.

   4.   School Demographic Study

   An annual school demographic study will be presented in the early Fall to the school committee.

   5.   Redistricting

   Redistricting for the elementary schools has begun.

6. *Backup Support*

The IS department provided backup support for student registrations required during school personnel vacations.

7. *Parent Organizer*

Currently working with the Middle School and High School Administration as well as High School Parent Groups to start up Parent Organizer.

C. CABLE UPDATE
  1. *INET*

Comcast has made great progress with the INET and will most likely be finished by the end of September. We are speaking with Comcast to determine what we will be able to do with the High School. Construction has delayed the installation of the new INET and most likely we will not be able to get it installed until next spring.

  2. *INET Problems*

There were numerous problems with the current INET from mid July until late August. After many days of troubleshooting, the problem was found to be a faulty cable modem that was struck by lightning in mid July.

  3. *Firewall Replacement*

We have outgrown our current firewall and need some additional monitoring tools for internet access. We will be purchasing a surf control monitoring software as well as a netscreen firewall. This combination provides us with additional flexibility and security for remote users, as well as users on optional connections such as the school network.

  4. *Cable Update*

One complaint was received from a resident that could not get the Tour DeFrance broadcast. Comcast quickly responded to the problem and resolved.

D. GIS UPDATE
  1. Assessors Maps

   Forty- One Assessors maps were received, reviewed and sent back for changes.

  2. Street Centerline Layers

   The street centerline layers were revised for the addition of new developments.

II. **NEW BUSINESS -** *none reported*

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

IV. **P***UBLIC & PRESS*

V. *ADJOURNMENT – 9:00p.m.*

Next meeting will be October 7, 2003 at 7:30pm, Selectmen's Meeting Room, Town Hall.