

**Communication Technology Advisory Board Meeting**  
**September 14, 2004**  
**Minutes**

Members Present:  
Donna McClellan  
Leon Barzin  
Beth Ahern  
Chris Gervais  
Mike Jaillet  
Mark Hichar  
Steve Anderson

Absent:  
Mel Bernstein  
Lee MacQuarrie  
Doug Fleming  
Alan MacDonald

The minutes of the August 10th meeting were approved as submitted and will be posted on the website.

**I. OLD BUSINESS**

**A. TOWN UPDATE**

**1. DSL Update**

*Maureen Nolan, from Verizon, updated the board on the current DSL coverage offered throughout the town. She presented a new map detailing the DSL coverage available in the town. The map identified areas of the town that either have full dsl coverage, no dsl coverage or limited dsl coverage. Maureen stated that by the end of 2005, the entire town would have DSL.*

**2. Westwood for Business Website**

*Joyce Moss, from Economic Development, discussed creating a new independent website, called "Westwood Open For Business". She would like to incorporate a broker listing into this website and asked the board for their input in development of this website. CTAB members suggested that she canvas other websites for similar applications and also interview Westwood brokers and business owners to determine the expected benefit and use of the broker listing service.*

**3. Imlail Server**

*The new Imlail server has been setup and is currently being tested. All users have been added and will be converted over when the testing has been completed.*

**B. SCHOOLS UPDATE**

**1. Video Production Meeting**

*Donna McClellan and Mel Bernstein met with school personnel to discuss reinstating the video production course for next year.*

**C. CABLE UPDATE**

**1. Cable Programming**

*The IS department was notified by Comcast that we were not able to drop off video for airing on the local public access channel. This however was not in accordance with the agreements previously made between the town of Westwood and Comcast. Comcast's government representative for Westwood, Frank Foss will be invited to the next CTAB meeting to discuss this issue.*

**D. GIS UPDATE**

**1. GIS Analyst**

**Communication Technology Advisory Board Meeting  
September 14, 2004  
Minutes**

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

E. NEW BUSINESS – none reported

II. OTHER BUSINESS - *none reported.*

III. PUBLIC & PRESS

IV. ADJOURNMENT –9:30p.m.

**Next meeting will be on November 9, 2004 at 7:30pm, Council on Aging Meeting Room.**