

Information Systems Advisory Board Meeting

December 7, 1999

Minutes

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The minutes of the November 2nd meeting were approved as submitted and will be posted on the web site.

I. OLD BUSINESS

A. TOWN UPDATE

Beth reported that the Town has been occupied with the following:

1. Budget FY2001

Operating budget documents were reviewed. The school IS budget reflects a \$23,000 decrease due to the end of a lease payment option. The total operating budget for the schools will be \$88,819 with \$47,470 in salary and \$41,500 in hardware, software, supplies, and training. The town operating budget was level funded except for cola and step increases for salaries. The biggest change on the town-operating budget is the transfer of the GIS analyst expense to salary and the addition of a specific line item for Web Support.

2. Y2K Update

Mike Jaillet and the Police, Fire, Board of Health, and IS department heads have continued to meet and review Y2K plans. All IS systems have been tested and are ready. One of the last internal database applications to be converted for the DPW is complete. As a precaution, servers will be shut down over the weekend and some end of year functions will be run early.

A memo re-enforcing the hardware and software moratorium was distributed. The Finance Director disseminated information regarding end of year procedures with respect to Y2K.

3. Facilities Scheduling Software

The Recreation department is looking to utilize the same school fields database software to schedule fields as that function is transferred to their department. There is no problem with licensing, but access due to the Recreation department location may be a challenge.

B. SCHOOLS UPDATE

Beth reported the following updates for the School:

1. Massachusetts Teacher's Retirement Report

Donna McClellan has completed the digital format for the transmission of the monthly teacher's retirement report. This will eliminate a paper report that is transmitted monthly. There are additional fields currently not tracked by the school department that will need to be maintained in the future.

2. Century User's group meeting

Westwood participated in a New England User's group meeting for Century Starbase Software. A presentation was made on the direction of the software. The next version will be client-server and web-based. Westwood has been utilizing the client-server version since January 99. One advantage of the web-based software is that it is platform independent.

3. Consolidation of Town and School IT Operations

Beth distributed a preliminary report on the consolidation of Town and School IT Operations. It appears to be incomplete. When the entire report is forwarded a meeting with Paul Ash, Mike Jaillet and Leon Barzin will be scheduled.

Members Present:

Beth Ahern
Steve Anderson
Peter Kirkby
Michael Jaillet
Leon Barzin

Absent:

Iva Conti
Lee MacQuarrie
Arthur Wong

Visitor: Alan MacDonald

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C. GIS UPDATE

1. GIS Analyst position

The GIS analyst position was approved for hiring at the November 15th Selectmen's meeting. Hiring will be deferred until after the first of the year to get the best possible pool of candidates. The interview committee will include department heads Bob Haas, Diane Beecham, and Joe Champagne.

2. GIS MGIC meeting

Beth attended the December Massachusetts Geographic Information Council (MGIC) meeting on Exploring the Relationship between GIS Academia and the Professional Community. She passed out job descriptions for the GIS analyst position to interested individuals.

II. NEW BUSINESS

III. OTHER BUSINESS – none reported.

IV. PUBLIC & PRESS

V. ADJOURNMENT

The meeting was adjourned at 9:00 p.m.

The next meeting will be held on TUESDAY, January 4, 1999 at 7:30 p.m. in the *Selectmen's Meeting room* at Town Hall.