

**Information Systems Advisory Board Meeting
April 7, 1999
Minutes**

Members Present:
Beth Ahern

Leon Barzin
Arthur Wong
Lee MacQuarrie
Peter Kirkby

Absent:
Steve Anderson
Michael Jaillet
Karri Parola

The minutes of the February 24th meeting were approved as submitted.

I. OLD BUSINESS

TOWN UPDATE

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

- The Y2K financial upgrade was successful without major problems.
- The Information Systems Department move to the High School is complete. This transition has gone smoothly and the users are getting more used to it. This move has given Beth a bigger perspective on departmental operations.

The Information Systems telephone extensions have been consolidated to one hotline number, centralizing requests for user assistance and tracking calls.

Being at the high-school has advantages and disadvantages: the advantage is that the T-1 line feeds from the high school, when the e-mail server is relocated to the high school, mail will not be interrupted with I-Net problems; the disadvantage is that being at the high school makes performance changes in the INET mission critical to the Information Systems Department.

- Beth recently attended an open house for MEC, our new Internet service provider with thirty-five towns in Massachusetts represented. Beth found the similarities and differences amongst the towns interesting. She found that many towns have similar situations. Brookline and Quincy gave presentations.
- The firewall was upgraded successfully. Beth will be receiving direct upgrades from the company.
- Beth reported that at the last town department heads meeting, there was discussion about having the agendas and minutes of meeting of town boards and commissions made available on the web site. The Board agreed that the minutes **should be carefully** reviewed and officially approved prior to publication on the web site.
- Beth updated the Board that the Finance Commission public hearings have gone smoothly with little questions being asked about the Information Systems budget. The public hearings were well attended by department heads but not very well attended by the public. Beth explained that this year the major focus of this year's town budget is on the schools.

SCHOOLS UPDATE

Beth reported the following updates for the School:

- High School scheduling is the major focus for this time frame. Beth reported that this is the earliest ever that the schedules have been in progress. It is very important to complete this process while teachers and guidance counselors are available.
- The schools are requesting an additional \$300,000 from the reserve fund at the Annual Town Meeting.

GIS UPDATE

The school department has been investigating changes in bus routing. The GIS analyst provided geographic coordinates for all students to the school's consultant.

Y2K

- The Police and Fire computer systems have been tested for Y2K compliance.

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- A question was raised regarding whether or not the Information Systems Department will freeze all software between now and February 2000. Beth said she would consider making some kind of announcement to this affect.
- Y2K will be discussed at the next Town department head meeting.

TOWN WEB SITE

- ISAB member, Peter Kirkby, made a request for a Youth Soccer page on the web site. Beth explained to Peter that the Town cannot host the soccer page because it is not sponsored by the Town of Westwood, but would be happy to provide a link to it. Peter is going to work on obtaining some information from someone from Needham who created the Youth Soccer Page in that town and then will seek a web host.
- Beth reported that the Town of Westwood web site has received many "hits" and compliments via webmaster@townhall.westwood.ma.us.

II. NEW BUSINESS

Leon prepared and distributed a document to the Board that provided a list of advantages and disadvantages to several options to freeing up the telephone when accessing the web. (See attached.)

Leon asked for help in completing the document and suggested that we [might publish a more complete version of the options](#) in the Westwood Newsletter, local newspaper and/or posted on the web site.

III. OTHER:

CABLEVISION CONTRACT

There was a great deal of discussion at this meeting surrounding the contract with Cablevision. The following issues were discussed:

Beth recently attended a Cable TV Advisory Board meeting. Cablevision came to discuss the upgrade to the residential system currently in progress and continue contract negotiations. It was suggested by a Board member that Cablevision be required to provide a cost benefit analysis of the two options they have promised to offer. (See below.)

Options for INET: (1) take existing INET and upgrade w/backup power supplies and new amplifiers in every building. (2) Run two strands of fiber into every building on the INET. This option would provide new technology to the INET but would require additional equipment to be purchased. Live broadcasts would be available for town meetings with either option.

Board members asked Beth why other cable companies have not responded the town's RFP. Three years ago the cable competition was very different and at that time only Cablevision responded to the RFP. RCN had begun negotiations with the Town, but have discontinued them for an unknown reason.

IV. PUBLIC & PRESS

V. ADJOURNMENT

The meeting was adjourned at 9:10 p.m.

The next meeting will be held on *Wednesday, May 19th, 1999* at 7:30 p.m. in the lower level meeting room at Town Hall.