

Information Systems Advisory Board Meeting
July 21, 1999
Minutes

Members Present:

Beth Ahern
Leon Barzin
Steve Anderson
Arthur Wong
Peter Kirkby

Absent:

Lee MacQuarrie
Iva Conti
Michael Jaillet

Visitor: Alan MacDonald,
School Committee member

The minutes of the June 16th 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. *MIS Absence*

Beth reported that the IS department worked very hard during her leave, and diligently pursued some difficult technical challenges. During a severe storm two weeks ago, lighting struck an amplifier at the high school and as a result, the Cablevision INET (Institutional-Network), was unavailable from Tuesday evening through Friday. This affected the Town's connectivity to the e-mail and web servers, financial, GIS and school databases. There were some problems with Cablevision's response time due to personnel changes but have since been rectified with the implementation of new dispatching procedures in place.

2. *Financials*

There was a problem last week with the town-wide payroll. The payroll was a complicated process last week, as it contained data from FY99 and FY00. The history file was very large and just as the payroll clerk was posting to it, the power went out at town hall after another lightning storm. This resulted in a lengthy but successful process of recovering that history file for the next few days. All servers are on backup power supplies, but individual workstations are vulnerable to power disruptions which have been very commonplace along High Street.

3. *Color Printer Troubleshooting*

Beth recently found that a color printer located in the hallway at town hall was malfunctioning as a result of an insufficient power supply. The printer was moved to another location with better voltage and the printer has been working properly.

4. *Web Site*

Beth reported that no major changes have been made to the town web site. In the next Westwood Community Newsletter, there will be an article highlighting the web site. The Library, Youth Commission and Police Departments have been discussing additions to the web site. Also, the welcome page was edited to suggest a way of navigating through the site, after a suggestion by Leon. A question was asked about how many hits the web site has had and Beth said that she would provide that information for the article for the Community Newsletter.

B. SCHOOLS UPDATE

Beth reported the following updates for the School:

1. *New School Server*

The new school server arrived this past week and it was installed with minimal effort through an application in Netscape.

2. *Century Update*

There will be a Century Starbase conversion in early August. The conversion will be done in Oracle and then the data will be transferred into Starbase.

3. *Purchase Order Processing*

Beth reported several problems with obtaining purchase orders and invoice processing with the Central Office. The purchases, which are for hardware, software, maintenance contracts and other technology related goods and services are utilized by the school administration. Beth

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found a very large backlog of purchase orders and invoices that were waiting for processing with quotes that expired as well as a major software maintenance contract with IBM.

Beth suggested renewing the concept of meeting regularly with the school department, IS chair, and the Mike Jaillet to ensure IS is coordinating with the school department in a collaborative direction .

C. GIS UPDATE

1. Woodard & Curran

Beth reported that the contract with Woodard & Curran has expired. Beth has decided to direct calls for GIS assistance to the IS Department and depending on the request Woodard & Curran will provide the assistance. Beth is hoping that general map making and inquiries can be handled within the users.

Beth will be conducting an audit of GIS usage and will then schedule GIS refresher training for all staff.

II. NEW BUSINESS

None reported.

III. OTHER BUSINESS

A. Y2K UPDATE

There was some discussion regarding Y2K compliance. It was suggested that Beth get a written statement from Cablevision about Y2K readiness.

IV. PUBLIC & PRESS

V. ADJOURNMENT

The meeting was adjourned at 8:45 p.m.

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