

# BOXBOROUGH INFORMATION TECHNOLOGY COMMITTEE

## **Committee Name**

The name of this committee shall be the "Boxborough Information Technology Committee," herein referred to as the "Committee."

## **Mission and Charge**

The mission of the Committee is to advise the Board of Selectman and the Town on all aspects of information technology, and to proactively lead the Town in developing and implementing an information technology strategy.

## **Definition**

For the purposes of describing the role of this committee, "information technology" (or "IT") is defined as including the following:

1. Wired and wireless infrastructure and services necessary to provide electronic voice, video, and data communications and internet access to and between Boxborough's residents, businesses, and Town buildings;
2. Computer systems and applications, and the management and security of associated data, in Town departments;
3. "Electronic Town Hall" internet operations and websites managed by Town departments; and
4. Related support and consulting services to Town departments.

## **Goals and Objectives**

1. Provide a focal point for the planning and implementation of all aspects of IT in Boxborough.
2. Advise the Board of Selectmen, and other Town boards, committees and departments on IT matters.
3. Work to ensure that Boxborough will have optimal IT services.
4. Develop and maintain the town IT strategy and recommend options for responsible and effective planning and coordination of IT-related infrastructure.
5. Assist in the preparation and review of IT budgets for town departments and functions.
6. Proactively engage IT service providers in a dialogue about their plans and the IT needs of the Town.
7. Provide cable television franchise management and Boxborough channel content development and delivery.

## **Deliverables and Responsibilities**

1. Develop and maintain the IT Master Plan to guide the Board of Selectmen and Town Meeting on Information Technology needs and options.
2. Fulfill the statutory, contractual and management responsibilities of a Cable Advisory Committee. Oversee the operations of Boxborough's Public, Educational and Government (PEG) channels. This includes:
  - a. Negotiate original and renewal licenses and monitor compliance with licenses for any cable or similar telecommunication providers
  - b. Assure appropriate staffing and equipment are provided for both live and delayed transmission of committee, board meetings, and town meetings.
  - c. Oversee the development of content for transmission, manage use, policies and procedures for the Boxborough PEG channels.
  - d. Provide input to the review of cable franchise licenses as required from time to time.

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Approved by Board of Selectmen, 12/17/07

3. Advise the Town departments on resources and options to service regular and recurring IT operational needs, including Cable operations. Coordinate as required with the Town IT services personnel and providers.
4. Advise the Board of Selectmen on appropriate use of funds derived from cable franchise fees and PEG grants.
5. Prepare and submit a report to be included in the Annual Town Report as required.
6. Assist the Board of Selectmen in dealing with matters before the Town relating to communications services and infrastructure, including the holding of hearings, preparation of draft orders of conditions and making recommendations to the Board of Selectmen for the granting of permits under MGL Ch. 166, if requested.
7. Provide liaisons, from among the Committee's membership to appropriate local and state councils, boards and bodies as may be designated by the Board of Selectmen from time to time, to represent the Town's interests in those forums consistent with the purview of the Committee.
8. Proactively coordinate with the activities of the School Technology Council.
9. Solicit input from Town residents, businesses and Town government, on their IT needs.
10. Provide a forum for hearing citizen concerns relating to the Town's IT plans and services, and acting on those concerns as appropriate.
11. Submit to the Board of Selectmen recommended names for consideration and appointment to fill openings on the Committee.
12. Develop and oversee the implementation of a plan for ensuring the integrity and security of all Town computer systems and websites, and the integrity of the associated electronic data.
13. Meet as a Committee monthly, at a minimum.
14. Any other deliverables and responsibilities as assigned by Board of Selectmen

### **Organization and Meetings**

The Committee will be comprised of seven residents of Boxborough, each to be appointed by the Board of Selectman for a term of three years on a staggered basis.

The first appointees will include 3 terms of 3 years, 2 terms of 2 years, and 2 terms of 1 year.

Members can be appointed and removed at the Board of Selectmen's discretion.

At its first meeting after July 1 of each year, the Committee shall elect a Chairperson and a Clerk.

The Committee shall meet with the Board of Selectmen, or its designated representative(s), on a quarterly basis, or more frequently if deemed necessary by the Committee or the Board of Selectmen.

The Committee shall meet only with a quorum of four or more members, and take any action as a Committee only on the affirmative votes of at least a majority of those present.

### **Time Frame:**

The Committee will remain a permanent standing committee at the discretion of the Board of Selectmen.