



Town of Boxborough

Minutes of Meeting

Boxborough IT Committee (BITCom)

Meeting Date: May 22, 2012
Time Called to Order: 7:35 PM
Time Adjourned: 8:48 PM
In Attendance: Guillermo Chang, Jamie Rogers, Chris Russo, Jay Bhatia
Guest: Matt Frost
Prepared By: Guillermo Chang

Minutes

- 1) **Review and accept past minutes of the meeting held on Jan 24th, 2012 (Jay to present), Mar 27th (Chris to present) and May 8th (Jay to present)**
Jan 24th accepted as presented. May 8th accepted as amended.

- 2) **VOIP system update (Matt)**

There is progress on network front. Vlans and routers have been configured. Matt is creating access lists for routers and expects to be done by the end of the week.

Recent issue came up with VOIP system. Calls were bypassing dial plan and going to general mailbox. Outgoing message had been modified and the system stopped after 20 hours or so.

Discussed putting a list together of previous downtime periods to document and analyze. Discussion of ways to resolve the issue of the GUI not working. Suggest that Patrick attend the next meeting so that we can discuss the issues with the project and possible fixes.

- 3) **Updates**

- **Town website update (Eric to present)**
None available
- **Integration with ToB Government channel news and calendar updates (Chris)**
None available.

- 4) **Purchase of video equipment and infrastructure for TH based broadcast (Matt)**

Reviewed his equipment list and believes that it is complete. Looking at different switches. Matt will develop an implementation plan to roll out the equipment in different phases.

- 5) **Any new topic of discussions agreed to by committee**

None