

INFORMATION TECHNOLOGY COMMITTEE

Committee Name

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

Mission and Charge

The mission of the Committee is to advise the Town Administrator, the Board of Selectmen 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:

- Wired and wireless infrastructure and services necessary to provide electronic voice, video, and data communications and internet access to and between Grafton's residents, businesses, and Town buildings;
- Computer systems and applications, and the management and security of associated data, in Town departments;
- "Electronic Government" internet operations and websites managed by Town departments; and
- 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 hard-wired and wireless voice and data communications in Grafton.
2. Serve as a clearinghouse of all aspects of IT-information.
3. Advise the Board of Selectmen, Town Administrator and other Town boards, committees and departments on IT matters.
4. Work to ensure Grafton will have optimal IT services.
5. Develop strategies and recommend options for responsible and effective planning and coordination of IT-related infrastructure.
6. Proactively engage IT service providers in a dialogue about their plans and the IT needs of the Town.

Deliverables and Responsibilities

1. Coordinate the development and maintenance of a current database of information on existing IT elements and related services;
2. Prepare and submit an IT Master Plan to the Town and the Board of Selectmen in time for distribution at the annual Town Meeting addressing the following issues, and submit updates annually after that:
 - Strategic long-term vision for IT in Grafton;
 - Discussion of emerging technologies with the potential of affecting the Town;
 - Discussion of current and pending regulatory requirements affecting the communications industry as it applies to services to the Town;
 - Conduct a needs assessment of Town departments;
 - Inventory of all existing IT infrastructure elements, with commentary on each;
 - Comparison of Grafton's IT infrastructure and services to those of other towns;
 - List of ongoing IT activities with a summary of progress to date on each;
 - Plans and expectations for short-term (one year) changes to the existing IT environment; and
 - Plans and expectations for IT in Grafton in the long-term.
3. Prepare and submit a report to be included in the Annual Town Report.

4. Assist the Town Administrator and Board of Selectmen in dealing with matters before the Town relating to communications services and infrastructure.
5. Provide liaisons, from among the Committee's membership, to appropriate bodies as may be designated by the Town Administrator or the Board of Selectmen from time to time, to represent the Town's interests in those forums consistent with the purview of the Committee.
6. Proactively coordinate with the activities of any other technology-related committees and personnel in town such as, but not limited to, Cable Advisory Committee, IT assistance personnel, GIS users, school technology personnel, etc.
7. Solicit input from Town residents, businesses and Town government, on their IT needs.
8. Provide a forum for hearing citizen concerns relating to the Town's IT plans and services, and acting on those concerns as appropriate.
9. Submit to the Town Administrator recommended names for consideration and appointment to fill openings on the Committee.
10. 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.
11. Meet as a Committee approximately monthly, or as needed.

Organization and Meetings

The Committee will be comprised of up to ~~f i v~~ five residents of Grafton, each to be appointed by the Town Administrator and Board of Selectman for a term of three years on a staggered basis. The first appointees will include 2 terms of 3 years, 2 terms of 2 years, and 1 terms of 1 year. Members can be appointed and removed at the Town Administrator'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 Town Administrator, or a designated representative(s), on a quarterly basis, or more frequently if deemed necessary by the Committee or the Administrator. The Committee shall meet only with a quorum of three 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 Town Administrator and Board of Selectmen.