

Town of Rowe – FY2013
Board of Selectmen – Meeting Minutes
Monday, June 3, 2013 – 1:00pm – Rowe Town Hall

Call to Order: The meeting was called to order by Chairman Wilson at 1:00pm.

Present: Chairman Marilyn Wilson, Vice Chairman Susan Gleason, Selectman Noel Abbott

Also Present: Town Coordinator Ellen Miller, Ann Foshay, Robin Reed

Seaboard Solar: Chairman Wilson stated that she had gotten a flurry of emails from Attorney Kevin Parsons, Stuart Longman, and Dave Thomas of Seaboard Solar wanting to know if the Select Board and Assessors are going to meet with Seaboard Solar on June 5th. Chair Wilson stated that she would like to reply to Attorney Parsons stating Rick Williams will not be in town by June 5th, that she and Rick believe that the ball is in the Planning Board's court, there is not much for the Select Board to add at this point, and that we have a late meeting that afternoon already so the Board will not be meeting with them that day. The Board agreed that she send that response. She will include Ms. Miller in her response.

Letter from Board of Health: A letter dated May 30, 2013, was hand delivered to Chair Wilson from the Board of Health citing lack of cooperation from the administrative office concerning the school septic plans, and requesting that the Board of Health have a copy of the septic plans as soon as possible to keep on file in their office. Chair Wilson made a motion to meet in Executive Session on Wednesday, June 5th to discuss the matter. Vice Chairman Gleason seconded the motion. Selectman Abbott stated that this was disturbing to him and he needed time to digest the information. Chair Wilson stated that she had just received it last evening. She stated that obviously she had to type the notice of the Executive Session to be in compliance with the 48 hour required notice period before bringing the matter to her co-selectmen because there was no other way around it. Selectman Abbott asked if the complainants were going to be at the meeting. Ms. Wilson stated that they can be invited, and that she can let them know this is going on. Ms. Miller asked if they were also making a complaint against the school building committee. Chair Wilson stated that the BOH letter is all that she had gotten. Ms. Miller stated that she hated to waste time having an executive session to discuss the matter. Vice Chairman Gleason mentioned that she had a thought—that is not helpful because it does not go directly to this current situation—that the [septic] plans seem to be lost and found, and this was the third time that she knew of. When there was talk of regionalizing with Heath and build an addition to handle the additional students all of the sudden the plans were missing. Then when someone wanted to add on they were found. Sue does not remember the dates. Chairman Wilson informed Selectman Abbott that Sue's mother was on the original school board. She also stated that security of the school building plans appears to be an issue that needs to be addressed. Chair Wilson again made a motion to hold an executive session on Wednesday, June 5th. Vice Chair Gleason seconded the motion. Selectman Abbott stated that this is disturbing to him. The motion passed (2/0/1). Selectman Abbott abstained as he stated he did not know the circumstances of the matter. He stated that a formal complaint from another board doesn't have to lead to an executive session necessarily. Chair Wilson stated that the executive session was needed to discuss whether or not to give a warning, and that the reason for executive session is to protect Ellen Miller from having it out in the open. Ms. Miller can choose whether to have it in open or closed session.

Police Chief Position Applications: There will also be an executive session on June 5th to review the applications for the Police Chief position.

IT Support: Chair Wilson presented copies of the proposals for FY2014 for review. Selectman Abbott thanked Chair Wilson for deferring the matter to today to give him the opportunity to review the proposals.

- **Akuity Technologies, Auburn MA:**

- Priority & Monitoring \$500/mth = \$6,000/year
- Priority, Monitoring & Maintenance \$900/mth = \$10,800/year
- Priority, Monitoring, Maintenance & Remote \$1,700/mth = \$20,400/year
- They also provided a quote for a New Virtualized Server Infrastructure (HP ML350 Server \$6,093,
- 2TB Backup System \$2,676, Installation estimate \$10,500, tax \$610: Total \$19,879.55)

- **Northeast IT Systems, Northampton MA:**

- NetMon365 4 package: \$509/mth = \$6,108/year. Includes 4 hours of support each month. Unused hours roll over to subsequent months, and rollover into subsequent renewal agreements. Note: Information provided does not indicate how many units are covered by this proposal.

- **VertitechIT, Northampton MA:**

- Netwurx Solution: \$30/desktop or laptop per month; \$200 per server per month.

Chair Wilson stated that that the board really has no choice but to consider the proposal from Northeast IT Systems at \$509 per month/\$6,108 per year [given the FY2014 budget is \$6,500]. But she feels the choice is a really good one as they offer more services for less money.

Ms. Miller noted that the four (4) hours of support per month in Northeast's proposal may not be adequate; however, with the rollover provision it may suffice.

It was agreed that the following two changes would need to be made to Northeast IT's agreement:

1. **Item 2—Term of Agreement:** Agreement states that it renews automatically each year. If customer (the town) wishes to terminate agreement a (60) day written notice is needed from the customer. Notice would need to be given to them by May 1st if the town did not want to renew the agreement. If the town terminates the agreement any other time the contract still needs to be paid out through the end of the current contract year, unless Northeast IT has not fulfilled the SLA (Service Level Agreement). Ms. Miller stated that there should probably be a maximum renewal period of three (3) years as there are statutory limits on lengths of agreements or contracts that municipalities can enter into; i.e., it should not be open ended. Selectman Abbott stated that a principle of contracts is that unless there is a compelling reason otherwise, that contracts should be for the shortest reasonable time frame. He feels it should be a one year agreement as we have with FRCOG and Harpers. The onus should not be on the town to opt out. Chair Wilson agreed that as they are new we need to be able to assess them. She also stated that the trend is to have these rolling agreements, but buyer beware—make sure you pay attention to the time frame. He feels the agreement should be flexible in the town's favor. Chair Wilson will ask Northeast IT about making this a one year agreement.
2. **Item 3—Compensation:** The payment due date should be changed from 1st of month to 15th of month. Chair Wilson stated she did not think there would be a problem changing the due date.

Also, the Select Board would like clarification on Northeast's backup procedure, or backup monitoring procedure. Chair Wilson will get the details of this from Northeast IT. Also, Selectman Abbott said we should make sure that the firm is aware of the "legacy" PC in the Police Department that may need service.

Chair Wilson made a motion to accept Northeast IT Systems as our new IT provider. She will ask the questions outlined above, but as stated previously, we have no choice. Selectman Abbott stated he would like to wait until Wednesday (6/5) till we have everything in place. Chair Wilson stated that she did not want to wait—that she had given Selectman Abbott a packet 4 weeks ago with all of the proposals. Selectman Abbott stated that regardless of when he had gotten the packet that this is the first time the board has sat down to review the agreements in detail and that it is important that we get the agreement right. As a principle he would rather approve something where all the details are in. We are only talking another 48 hours. He feels we should accept a contract that is clear; however, the choice is up to the other two selectmen. Vice Chairman Gleason asked if waiting another 48 hours would make a difference in the implementation of the agreement. Chair Wilson said no, they would be ready, and stated she would give another 48 hours. Northeast IT Systems all set—they are ready to go. Vice Chairman Gleason made a motion to table the matter to the Wednesday, June 5th meeting. The motion to table was seconded and passed unanimously (3/0/0).

Police Chief Position Applications: Ms. Miller stated that she did not have her notepad with her when she posted the meeting notice, so she went ahead and listed this item as taking place in executive session. She made up sealed packets for each board member with copies of letters, resumes, reference letters, etc., received from the twelve (12) applicants. If they do not wish to open them and review them this afternoon in executive session, then they can take the unopened packets and open them privately, and discuss them in a future executive session. Vice Chair Gleason stated that she understood they were just to take the packets today to review privately. The board agreed to not hold executive session today. They will hold an executive session on Wednesday, June 5th, to discuss the applications.

Adjournment: The Select Board voted unanimously (3/0/0) to adjourn the meeting at 1:40pm.

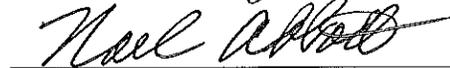
Respectfully submitted,

Ellen B. Miller, Town Coordinator

Approved:


Marilyn Wilson, Chairman


Susan P. Gleason, Vice Chairman


Noel Abbott, Selectman

JULY 17, 2013

Date Approved

Documents:

- Agenda
- Seaboard Solar emails from Attorney Parsons, Stuart Longman and Dave Thomas
- Email response to Kevin Parsons
- IT Support proposals (3)