

Town of Rowe
Board of Selectmen – Minutes
Thursday, July 24, 2019 – 5:00 pm
Rowe Town Hall - Hearing Room 1

Call to Order: The meeting was called to order by Chair Chuck Sokol at 5:00 p.m.

Announcement of recording devices: one recording device

Present: Chair Chuck Sokol, Vice-Chair Jennifer Morse,
Remote Participation: Ed Silva, Northeast IT president Joel Mollison
Executive Secretary Janice Boudreau
Audience: None

Noteworthy Announcement: None

Scheduled Presentations: Joel Mollison with Northeast IT (5:00PM)

Current IT System:

Joel Mollison explained the current system housed at Town Hall with one Server with multiple virtual servers to save money and offsite backup system. All pcs have windows office software have been upgraded and the plan is to replace computers as needed as some computers are used more than others.

Software Services:

A volume licenses key for purchased 2010 Office per desktops.

Email Options:

Email is currently with Network Solutions having a post office protocol (pop) or internet message access protocol (imap) and set up to the individual work stations. Mr. Mollison discussed moving to Office 365 for advance features and a greater platform. He explained that Office 365 has a tiered applications approached with monthly subscription fees, \$ 4.00 per month per mailbox. The question of email archiving any email made by an employee or board member is considered a public document. Third party archiving program solutions were discussed and developing a policy for who has access to the archives. There was discussion about developing an internal policy regarding email usage for town employees.

Microsoft Office: What applications are used by each office needs to be confirmed. Costs were discussed between volume licensing purchase versus per user subscriptions through 365 Office products that can individualize needs and use. Upgrading could occur as machines are updated to 365 Office, while volume licensing is offered in groups of 5 stations at a time, and for a year and a half period can add individual stations to the 5 purchased. Another factor to consider is the uniformity of the overall system.

Inventory of Equipment: Mr. Mollison agreed to update an inventory of equipment and schedule replacement dates for budgeting purchasing.

Archiving Pricing: Mr. Mollison agreed to put together a cost comparison of archiving software. There will also be an expense for the process to upload the old email to the new system.

Parts List: Mr. Mollison said that he has been in discussion with Whip City Fiber to configure the town buildings with the new broadband and eliminate the router between buildings. He will be sending a proposal with the equipment costs to complete the work.

Misc: The firewall needs to be replaced next year once the support for it is up.

Server Upgrades: Town Hall has three virtual servers and one physical server. The upgrade was needed due to Microsoft discontinuing software and there are some issues with it working properly. The physical box is needs and server volume set software licenses to upgrade Patriot Assess Pro. Phase I and Phase II

MOTION to Approve: Chair Sokol made a motion to approve the 'New Virtual Server Installation (Phase 1 – 2019) with Northeast IT Systems, Inc. for \$6,761.00. The motion, seconded by Vice-Chair Morse, was unanimously accepted by roll call vote: (vote 3-0-0)

Chair Sokol: yes
Vice-Chair Morse: yes
Member Silva: yes

MOTION to Approve: Chair Sokol made a motion to approve the 'New Server and Migration' (Phase 2 – 2019) with Northeast IT Systems, Inc. for \$8,695.00. The motion, seconded by Vice-Chair Morse, was unanimously accepted by roll call vote: (vote 3-0-0)

Chair Sokol: yes
Vice-Chair Morse: yes
Member Silva: yes

MOTION to Table Business: Chair Sokol made a motion to table all business to a later date. The motion, seconded by Vice-Chair Morse, was unanimously accepted by roll call vote: (vote 3-0-0)

Chair Sokol: yes
Vice-Chair Morse: yes
Member Silva: yes

Adjournment:

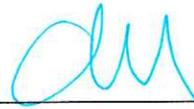
Seeing no further business, Member Sokol made a motion to adjourn the Meeting at 5:50 p.m. The motion, seconded by Selectman Morse, was unanimously accepted. (vote: 3-0-0)

Respectfully Submitted,

Janice Boudreau, Executive Secretary

Approval Date: 8/22/2019

Approved:



Chuck Sokol, Chair

Selectman Jennifer Morse, Vice-Chair



Selectman Ed Silva

Documents: Documents:

- Agenda 7/24/19
- NEIT Email and Applications Cost Comparison
- NEIT – ‘New Virtual Server Installation’ (Phase 1- 2019) Proposal
- NEIT – ‘New Server and Migration’ (Phase 2- 2019) Proposal