

**MONDAY - AUGUST 24, 2015 – 6:00 P.M.  
UPSTAIRS MEETING ROOM – TOWN HALL**

PRESENT: **BOARD OF SELECTMEN** – Duncan Phye, Chair, Leo Janssens II, Member, Kyle Johnson, Clerk. Also present: Brad Warren and Jay Walton from Guardian Information Technologies, Doug Briggs, Town Administrator, Sylvia Turcotte, Executive Assistant, and Chris Fuller resident.

Duncan Phye stated that this meeting was to review the proposed scope of work that was submitted by Guardian, for the completion of the IT Infrastructure Project. Doug Briggs stated that originally there was an article voted at the May Annual Town Meeting in 2013 for \$125,000 that was to install fiber, from the Public Safety Building to the Library, DPW, and the Town Hall. He noted that there was a lot of preliminary work done at the PSB, and it took time to get all departments tuned in to the Project. The Library also came into play early on and funds needed to be diverted to get them up and running. He stated this project needed to be done and that our Munis and Vision systems upgrades are overdue. With this new system the PSB would now be the center of the operating system and that all other departments feed off of it much like the spokes on a wheel. He also noted that the servers at Town Hall are seven years old and are at the end of their useful life.

Brad Warren explained how we came to this point stating that we now have 2003 servers which support ended in July of this year, and that we need an updated system. He stated that the Virtualization System is an all or nothing proposition and the current system, Stratus, is uncertain and we couldn't run 2012 servers off it. He also noted that the 2003 Town Hall servers are now obsolete. Kyle Johnson agreed stating that they could run but would have no support. Brad also stated that this type of system upgrade needs to be done every 4 to 6 years.

Doug Briggs stated that this type of system upgrade is a never ending challenge. He noted that the Light Department would like to understand the possibility of them getting hooked-in. Although it would be great to connect the Light Department and go on to the new DPW facility it is not in the phase of this program. If we think about eventually going to the light department we should also look at going to Briggs school. Kyle Johnson noted that the hard work is done now we need to find the money as there is only \$68,000 remaining in the article for IT.

Brad Warren explained the intricacies of the scope noting that this can't be done in steps.

Doug Briggs stated that there are two scenarios to finance this: 1) go to town meeting for free cash of \$60,000; 2) Use the \$60,000 that is left in the article to outright pay the engineering and management fees and pay the remainder over a 3 or 4 year period, \$90,000 as managed system. This would then be part of the operating budget where the servers can be replaced every 5 to 6 years.

***Kyle Johnson motioned to go forward with the scope of work and was seconded by Duncan Phye. All in favor.***

Doug Briggs stated that we are looking at 120 days from September 1<sup>st</sup> for this to be completed but that Munis migration won't be upgraded until the scope of work is complete and then the setting up a schedule with Munis which may not be for 6 months, with the Vision upgrade done more quickly.

At 6:57 p.m. Brad Warren and Jay Walton left the meeting with the Board's thanks.

There was a short discussion on disbanding the IT Advisory Board. Doug Briggs stated that they should regenerate this Board with three members required, including Kyle Johnson and a new member, Chris Fuller. It was noted that Leo Janssens would see if his son would like to be on this Board where he would be the third member. ***Duncan Phyfe motioned to approve these appointments and was seconded by Kyle Johnson. All in favor.***

***At 7:10 p.m. Kyle Johnson motioned to adjourn and was seconded by Duncan Phyfe. Motion carried.***

Respectfully submitted,  
Sylvia Turcotte  
Executive Assistant