



Finance Committee  
 Town of Halifax  
 499 Plymouth St.  
 Halifax, MA 02338

Meeting Minutes  
 Monday, December 17, 2018

	Melinda Tarsi	Bill McAvoy	Leonard Teceno	Frederick McGovern	Vacant	Vacant	Vacant
Present	✓	✓	✓	✓			

Also in attendance: Charlie Seelig, Town Administrator, Kim Roy, Selectman, Sandy Novak, Town Accountant, Cesar Calouro, Town IT Specialist

Melinda called the meeting to order at 7:02p.m.

Meeting was recorded by Area 58.

Melinda opened the meeting by reading the agenda.

The COA Network Refresh: Cesar Calouro, the IT Specialist, was introduced to the Board. Charlie informed the board that the town had prepared to upgrade the network system at the COA as part of the proposed expansion and renovation that was defeated in May. The reason is the system is fragile and was built piece mail. It is very problematic. A new server was purchased but other materials were needed. A reserve fund transfer was going to be asked for, but the town accountant proposed spending down the IT account now and if we need to ask for a rtf at the end of the year, we can. Charlie stated that this issue does not require approval at the moment, but wanted to discuss the issue now so that if an RFT is needed in the Spring, the board would have this background information. Bill asked if the COA refresh was part of the article for the new COA. Charlie informed that it may have come in late and was not part of the contract for bidding on the architectural work, but we knew it would be needed. Cesar stated that the equipment was purchased with the article for the town network refresh which includes the server, firewalls and switches. The server rack, cable manager and temperature monitor were not included in that. The phase 1 items were purchased post COA. The phase 3 items were purchased and included in the last capital project network refresh. Bill asked what a server rack is and Cesar explained it is a locking shelf to contain the equipment. Gerry elaborated that it is a specialized, locking unit with better ventilation for the equipment. Bill asked why we didn't purchase the rack when we purchased the server. Cesar explained that we purchased one for the highway dept when we did their refresh, the water dept did not need one because they had a space available, so there was not as much of a need. We were going to wait until the COA building was done, before putting the rack in the COA. Regarding labor charges, Bill asked if the work would in

fact, only take one day. Cesar stated that the one day quote is accurate. The equipment has been prepared so it is plug and play. All prep work has been done. Bill asked about the difference in labor charges between Phase 2 and 3. Cesar explained that there are two different vendors for each phase. Phase 2 vendor uses two men and they work specifically on cable in buildings. The COA has very solid walls with tight crevices, so the cabling is done under the floor and against the wall. It is more labor intensive. Melinda asked if the structure itself could handle everything regarding the new equipment working to its full capacity and that there would be no wifi issues. Cesar stated that the COA is currently running on wifi. There are three hardwired computers out of five. The connections are currently daisy chained which is not efficient. The intention is for everyone to be hard wired. There will be a wifi access point upstairs. Also, the ports inside the bldg. have been beefed up to handle more computers, digital phones etc.

Mail - inventory of excess equipment by department was passed around for review. Melinda reminded the board to review the thank you draft letter regarding Diane Ruxton's resignation

Liaison list was reviewed and no changes were needed

Melinda reminded the board that budgets will be coming in January 7th and she will supply an updated department head contact list.

Melinda informed board that the reserve fund transfer balance has been updated.

Meeting minutes from 12/10/18 were reviewed and Bill McAvoy asked for clarification of the refresh cycle for the front line police cruisers. Sandy and Kim clarified that the town replaces two different cruisers every year and the Chief's cruiser is not included in the refresh cycle. Bill asked why the Chief's cruiser is not included in yearly refresh. Kim explained that it is not on the road as much so it does not experience the same wear and tear as the front line cruisers. The minutes will be amended. Melinda entertained a motion. Bill made motion to accept minutes as amended. Len seconded. AIF

Budget discussion: Sandy will start emailing the budgets to the board and will prepare two binders for the table and one for the secretary so the information is available to refer to for questions and clarification as needed.

Calendar: Melinda stated that the next two meetings scheduled are 1/7 and 1/14.

Annual notice of COI training paperwork needs to be completed and turned in.

Melinda entertained a motion to adjourn. Bill motioned, Len seconded. AIF

Meeting adjourned at 7:21pm

Respectfully submitted,  
Kathy Clark  
Secretary

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Leonard Teceno  
Finance Committee Clerk

