



**Board of Selectmen Meeting
Town Office
Monday, June 10, 2019
10:00 AM**

MINUTES

Present: Selectmen: Bob Hamilton, Roberta Oeser, Karl Pruter, Town Administrator Joe Byk, Executive Secretary Michele Christian, Phil Motta, Tim Wessels, Doug Poirier

CALL TO ORDER / PLEDGE OF ALLEGIANCE

The meeting was opened at 10:00 PM with the Pledge of Allegiance.

GENERAL BUSINESS

The Board held a special session to discuss the termination of the Spaulding Hill contract. Bob stated that Spaulding Hill has given the town a 30 day notice. They are also terminating the contracts with Jaffrey and Marlborough. Doug Poirer is leaving Spaulding Hill to start his own IT business. Doug has been working very well for the town of Rindge.

Roberta stated that the inventory is needed so that we know what needs to be replaced and or upgraded. We have a current inventory that has the age of each computer. Spaulding Hill did some upgrades to existing machines. Karl stated that we should have information on the licensing as well as passwords before Spaulding Hill terminates. Joe will make sure that this is done in writing to Tom Roy and will copy Phil Motta and Tim Wessels. Karl asked how Spaulding Hill was paid. They are paid monthly.

Bob asked if the Board wanted to send an RFP out because it will be a time-consuming process. Roberta stated that there should be a person who has knowledge of the police and fire dept. systems. Phil stated that this will make finding an IT person more challenging. Roberta stated that it has to be someone with municipal experience.

Bob asked if we hired an individual would they have to be a registered business in New Hampshire. Karl stated that the assurance that we need is that they are insured and we

are not relying on just one person. Roberta said that the list of current systems is pretty accurate. The current back up is on the cloud and it is managed by Spaulding Hill which will have to be moved to our new IT person. Roberta stated that we should make the contract termination 60 days – Joe said 90 which is better. There is \$10,000 budgeted for hardware. Roberta said that the software budget is going to be over. The server is on order but it will not be installed before Spaulding Hill terminates. There was more discussion about the server and the e-mail provider which is App River. Bob asked if we want to get an RFP out as soon as possible.

Doug Poirier was asked to join the meeting. Doug was able to answer the technical questions from the Board. Bob said that he was concerned that there is only three weeks left on the Spaulding Hill contract and we have to get the new server up and running. Doug said that the server will not get in three weeks. Doug said that he would like to bid on the contract and he spoke with Tom Roy and if Doug is awarded the contract then Tom at Spaulding Hill will honor the server installation. Roberta asked that in the change over from Vadar and Vision to Avitar if we should leave those on one server and if they could be run at the same time. Doug stated that the machine connected to the server is antiquated. Doug stated that even if the computer is not in use and is plugged in it is draining the life of the computer. Doug said that Vision is going to be an application on the server. Roberta said that Avitar and Vision will have to be running at the same time in order to move the information from one application to the other. Doug stated that he has a pretty good handle on what the town has for equipment. There are approximately 30 desktops and 7 laptops. There was discussion about the firewall that is being used.

Doug stated that the biggest problem that the town has is that all of the computers are out of date and they need replacing. Windows 7 will not be supported after January 2020. It will still work, but it won't be supported with security updates. The computers are going to start breaking down because they are so old. One of the reasons that the IT costs are so high is because the computers are old and are having issues. They all need to be replaced. Bob asked Doug if it is common to have a 90 day termination in the contract. Doug stated that most of the contracts are 30 days. Doug stated that he will take over the obligations from Spaulding Hill for the Town of Rindge for the remaining 18 months of their contract. The transition from Spaulding Hill to Doug's company will be very easy due to the fact that he has received Tom's blessing and will be able to move everything over to his company.

Karl asked who will be servicing the accounts. Doug will be coming to the town until the end of the year. There will be new technicians coming on board that will be servicing the account with the town after the first of the year. Doug stated that most of the problems that we have don't really require his expertise.

Doug will provide Joe with an updated contract so that it can be taken up at the Selectmen's meeting on Wednesday night's regular Selectmen's meeting.

The meeting was adjourned at 11:27 AM.

Respectfully Submitted,

Michele Christian, Executive Secretary

DRAFT