

**TOWN OF UNDERHILL  
SELECTBOARD MEETING MINUTES  
6:00 p.m., Thursday, August 16, 2012**

**Present:**

**Selectboard:** Brad Holden Chair, Steve Owen Vice-chair

**Office:** Dawna Brisson-Town Administrator, Sherri Morin- Town Clerk/Treasurer, Pam Shover –Chief Lister/Asst Treasurer

**Public:** Tim Brisson, David Rose, John Lyons, Nick Hinge

**MMCTV:** Ruth

**6:07 p.m. Meeting called to Order by Selectboard Chair**

**6:07 p.m. Public Comment - NONE**

**6:07 p.m. First item on agenda Tech Group has not arrived; all parties agree to move forward with Other Business while we wait.**

**Other Business- Dawna Brisson – Town Administrator**

**Approve Interim Purchasing Policy-** On motion by Steve

Owen, seconded by Brad Holden the Interim Purchasing Policy is adopted as written, to be reviewed and revised at a later date. The motion passes 2-0, 1 absent.

**Sign Northeast Delta Dental Contract-** No change to coverage, eligibility or premiums, only change – add PPO providers to current network with lower rate for Dental work. Selectboard signs the contract.

**Approve Temporary Use of Casey’s Hill Parking Area-** Selectboard received an email from Dustin Hess, 16 Mountain Rd, requesting to use Casey’s Hill Parking Area to stage installation of his modular home over the course of 3 days the week of September 24<sup>th</sup>, 2012. The Selectboard approves using the parking area, but not for more than 3 days and as long as they keep it off to the side so that the property can be used for its intended purpose.

**Approve Energy Audit Invoice-** Invoice from Building Energy for an Energy Audit of the Underhill Center Post Office for \$250 with attached Audit report. Selectboard approves invoice for payment and retains copy of audit report to review.

**Budget status report-** Copies given to Selectboard for their information.

**Tech Group still has not arrived and David Rose is here early, all parties agree to move forward with the Rose Computer presentation.**

### **Rose Computer- David Rose**

Dave introduces his business and highlights how they operate and the tools they use. He provided in advance of the meeting a Site Survey Findings Glossary, Site Survey Findings, and 3 quotes. He provides all parties present with a 1 page handout that summarizes the 3 quotes. He states he recommends Proposal A, eQuote 622, Small Business Server-Fully Managed, which includes a Secure Network, Secure Data, Off-site Protection, 1 hour response (pretty much immediate), 24x7x365 Support with after hours coverage included, in house email which will be available to access even if the internet is down, unlimited service and support for a fixed quarterly fee, which makes it easy to budget. He explains they white list and black list patches, so only approved patches are applied, extra protection to keep everything running smoothly. His company has not worked directly with other towns and is not familiar NEMRC, but works with many different vendors all the time. He explains he is checking into a possible special pricing on the Microsoft software that could reduce the cost by up to \$1000.00. He highlights the differences between the 3 proposals.

He notes they provide a monthly report of all activity.

### **David Rose departs. John Lyons joins the meeting.**

#### **Tech Group – John Lyons**

John Apologizes for arriving late, stuck in traffic in Essex. John also provided in advance of the meeting 4 proposals – Quote for a Sonicwall TZ 210 Firewall upgrade, Quote to transition our network from a peer-to-peer network to a client-server network, Quote for Bulk Hour & Monthly Service, Quote for Managed Services. He states the Managed Service is currently being reevaluated for municipal pricing and will get back to us with updated pricing. They have 2 versions of managed service a) remote & on-site M-F 8-5 and b) remote M-F 8-5 with on-site billable time. Hardware, they recommend going to a Small Business server with an APC Smart UPS Battery Backup. Recommend in-house email, but cloud definitely an option. Recommend a redundant backup off-site, which they will do for \$2/GB/month, done over the net but is encrypted. Note- they have their own state of the art green data center. Tech group is familiar with NEMRC and have worked with multiple towns such as Essex, Williston, Jericho, Montpelier, Waterbury and Bolton. He explains the Sonicwall TZ180 we currently are using will probably be phased out in the next 3-4 years, the TZ210 is the next generation and also allows for a public/private section. Our history indicates we spent approximately \$3000-\$3500 on service last year. They recommend going to managed service as you decrease problems when you take a proactive approach. Their system monitors server and desktops remotely for a monthly fee that is dependent upon whether you select unlimited remote support or on-site and remote package, both exclude project work. Can still buy bulk hours.

**John Lyons departs. Nick Hinge joins the meeting.**

**npi – Nick Hinge**

Nick provides all parties present a packet that includes a Business People Vermont article on npi, a pamphlet on Canopy their Back-up and Recovery service, Summary of Canopy Features by Plan, Canopy Exclusions sheet, Presentation Outline, Quote for Canopy Readiness Assessment, and a Quote for a new Firewall, Firewall support and wireless router used for Firewall support. He states their company works with the Town of Essex, various non-profits and businesses and that their focus is on managed services. Email recommend installing Microsoft exchange in-house or hosted exchange. Having a white box as a server is not good. Server offers redundancy, more power and easier to support. They would require a printed certification of wiring, even though nicely done and clean. Improvements they require are 1- updated file share computer with warranty, 2-APC Smart UPS for server, 3- Secure wireless access-change passkey monthly, 4-Upgrade Ethernet switch to one that is manageable, and 5- better email service/shared calendar. Canopy is a true managed service, our responsibility to keep the system running, never pay us to come fix. Most efficient for us to work remotely, but do like to come on-site occasionally to get to know us. Recommend having a spare PC available, which you do have upstairs. Will support PC's not under warranty, but encourage you to buy 3-4yr warranty on any PC's you buy. Desktops are patched continuously (hackers are looking for unpatched desktops). Do regular business reviews a couple times per year so can plan for future needs/budget. Have a time and material rate for items not covered, such as engineering changes (adding hardware, upgrading server), note-first 15 minutes are free.

**8:20 p.m. Nick Hinge departs.**

**Discussion re: presentations-**

Selectboard asked Tim Brisson (IT professional for 20+ yrs) his thoughts. First thing he recommends is to password protect the current firewall. Definitely get a smart UPS for the server. Also a true server is better in that it is faster and usually has 3 drives/redundancy. Recommend making your workstations vanilla (NEMRC & std software on each machine, data saved to server with secure access) the advantage is if one desktop goes down, can hop on another and keep working, no lost data. Email is very important to a business, if email in-house, you want to know what the disaster recovery process is. Parties discussed possibly outsourcing email to the net, such as google business email, something to check into. Discussed importance of keeping patches up to date, especially Adobe.

**8:30 p.m. Warrants- Selectboard reviews and approves, except one invoice.**  
Brad Holden-chair thinks he remembers already seeing invoice from Atty's office re: site visit, Sherri Morin- treasurer to double check before it is approved for payment.

**Announcements** – Next Selectboard Meeting is 8/20/12 at 8am.  
for Planning Commission appointment followed by Executive Session to review Highway/Road crew applications.

**8:50 p.m. Adjourn** – On motion by Steve Owen, seconded by Brad Holden, the selectboard adjourns the Selectboard meeting. The motion passes 2-0, 1 absent.

Dawna Brisson, Town Administrator

Read and Approved as submitted/amended

  8/30/2012  
Brad Holden, Chair Date