

DRAFT, SUBJECT TO REVIEW, CORRECTION AND APPROVAL

**DUNBARTON BOARD OF SELECTMEN
and TECHNOLOGY COMMITTEE
WORKSHOP**

Meeting Minutes

Date: Tuesday May 5, 2015

Time: 7:00pm

Location: Dunbarton Town Office

Technology Committee Members present:

Tom Groleau [Selectman's Representative to the Dunbarton Technology Committee]

Scott Kuhn

Dan Sklut

Dunbarton Board of Selectmen present:

Brian Pike, Chairman

Ted Vallieres, Selectman

Tom Groleau made the motion to open the workshop meeting at 7:05pm.

Tom Groleau stated the reason for the workshop was to review the recommended changes from the Technology Committee for a final version of the RFP for IT services for the Town, which will be forwarded to the Board of Selectmen for approval.

Items for discussion:

- Scope of work
- Transfer Station VPN (options)
- Additional costs
- Service response time etc...

The RFP changes discussed are as follows:

Page 1 – The consensus for the date would be May 28th and time 7:30pm - no other changes

Page 2 – No changes

Page 3 – No changes

Page 4 – Paragraph 2: It was noted the period time was updated to reflect the through date of December 31, 2016.
Paragraph 3: add “or successful contractor”

Add new subject: “Non-Renewal Clause” Should the funding be unavailable due to Town Meeting vote that the Selectmen reserve the right to withdraw from the contract.

Paragraph 7: The consensus was reached to add the “**Non-Billing**” Charges as recommended by the Technology committee. Close the sentence with a period.

Page 5 – EXHIBIT A:

Section 1: “Background Information”:

Paragraph 1: Correct approximate population number to read 2,800 residents.
Under bullet items, remove “is” “The” and “Town wide”; add kiosk work station and 8 printers.

Change word “plan” to “funding”.

Paragraph 2:

Change wording to read “Microsoft Office Suite” and add Vision Appraisal.

Section 2: “Scope of Services Required”:

Paragraph 2: Remove wording of “Windows OS-based workstations,”; the change in paragraph 2 would be self-explanatory.

Paragraph 4: Add “/software”

NEW section 3:

Insert “General Tasks” here (from page 7)

General Tasks

1. Install and configure new systems and users.
2. Perform basic system administration tasks such as disk management, space and memory allocation, operating system upgrades, and patch management.
3. Monitor the performance and availability of designated systems, proactively and reactively address problems, maintain a log of activities, and provide end-user administration services, including backup/restore.
4. Identify and correct problems in Windows operating system use and provide alternative solutions where necessary.
5. Assist with the allocation of system resources and operating system tuning and configuration.
6. Write scripts to automate necessary procedures such as backup applications, updates.
7. Install and test any licensed software updates, releases, and patches provided by us and third parties.
8. Assist users with system operation, optimization, and debugging.
9. Conduct on-site tutoring in system features for users.
10. Provide twice yearly written and/or oral progress reports.
11. Perform error log monitoring, analysis, and resolution.
12. Assist in hardware failure determination and resolution.
13. Hardware maintenance as required by platform; diagnosis and repair of defective hardware by replacing parts; and installation of hardware upgrades and new systems.
14. Provide next business day/same business day onsite support as necessary to all departments.
15. Provide emergency onsite, 24 hour response, and support as necessary to all departments in 4 hours or less.

New Section 4:

Change subject title to “Equipment Management”

Numbered items:

Change number 1, first word to “Equipment”; remove wording after Drive Space Monitoring, then continue to end of sentence.

Change boxes symbols to follow numbering sequence.
Remove line 5, VIOP etc...

Noting numbering will correct itself.

Pages 6 – Under third subject “Messaging, Email etc.”:

Remove the “a”.
Remove line items 8 & 9.

Under fifth subject “Virus Defense”:

Change numbered items 2-4 to bullets; finish with number 2 for last item.

Page 7 – Consensus to include the language of “Disaster Recovery Guarantee” as recommended.

Page 8 – EXHIBIT B

Vendor Monthly charges:

The following changes:

Add “Equipment Management”
Move up description of existing users
Add users 1 through 10
Add users 11 through 20
Change security software brand to a generic description: “network security management”.
Add 150 GB to last line “in excess of”

NEXT Section:

In subject title, remove “travel rates for”.

Page 9 – No changes.

Page 10 – Underline and bold “(5) sets to the BOS.

Page 11 – Update time to 7:30pm.

It was decided that Line Comeau Town Administrator would update the “rev – 3” and forward it to Tom Groleau, chairman to the Technology Committee for review before distributing the revision to everyone present.

Tom Groleau made the motion to adjourn the meeting at 8:58pm, Brian Pike seconded the motion. The motion passed unanimously.

Respectfully submitted,

**Line Comeau, Town Administrator
Recording Secretary**

Brian Pike, Chairman

Tom Groleau, Selectman’s Rep to the Technology Committee

Ted Vallieres, Selectman

