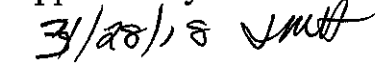
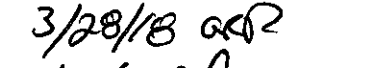



Submitted By:

  
Amber L. Jones  
Administrator

**TOWN OF PHIPPSBURG  
SELECTMEN'S MEETING  
MINUTES  
March 14, 2018**

Approved by Selectmen:

  
3/28/18  
  
3/28/18  
  
3/28/18

*Meeting convened at 6:00 p.m. at the Town Hall with Selectman House, Selectman Nixon, Selectman Read and Administrator Jones present.*

**I. New Business:**

1. Meet with Ian Bugler, of Bugler Network Resources, Inc. to review the costing and schedule of implementing the new server and upgrading workstations.

*Ian gave a brief overview of what transpired at the meeting back in the fall: the work stations can be upgraded to extend their life, but there is a cost to upgrading as well. Ian recommended spreading the purchases (server and upgrades) out. If you were to replace 20% of the equipment every five years, you'd never be out of date. Ian's proposal was to take e-mail, which is currently on that server, and put it into "the cloud." Taking e-mail and moving it to Microsoft's server is the least expensive option as in-house email servers have become increasingly challenging in terms of providing security. Ian's proposal replaces the server which will perform two functions: it will store files/documents that are created and also serve as the repository of the information in Trio. In summary, Ian stated the proposal is to move the e-mail to the cloud, replace the server, and tie in all the work stations we currently have to it for access. This would require a re-install of Trio on the new server and each work station. The final item included in the proposal, is a Smart Switch, where all network cables are plugged in and can all talk to each other. The current switch operates at a speed of 100 and the new switch operates at a speed of 1,000 and would increase the performance of everything in Town Hall.*

*Email migration would be a one-time fee and the proposal is a fair estimate of cost and labor, given the time it will take to take those steps. There is an ongoing cost with email which will probably be about \$6/mailbox per month which includes the backup of the mailboxes as well. This current proposal is concerned with getting the server up and running. Selectman House asked Ian if he got any prices for PC's. His response was that to get a new one installed and working it would be approximately \$1,200. Ian came up with a total of 13 PCs, not counting the server. There are 10 PC's in Town Hall that are part of the network, 1 for Cable TV, the Administrators laptop, and at least 1 PC in the Police Cruiser. Selectman House suggested looking to see if the Town could get a County Grant for replacement of a possible Police Department tablet. Ian stated we have 12 PCs and then whatever Chief Skroski needs. We would have to defer to the Chief on that. Statement made that possibly Gary Morong has a town laptop as well; that will be looked into as he does a lot of work for the Town remotely. Selectman House asked Ian if the prices from Dell were from the Government site - he responded that they were not; these prices were basically just for reference. Administrator Jones will look into that as sometimes the prices are cheaper. Ian suggests not purchasing the Maintenance Plans that Dell may try to sell the Town; he feels it has less value than its appearance. Ian feels we should replace the server first to get the correct functions where they need to be. Selectman House asked how much was currently in the budget account.*

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*3/28/18 Jault*  
*3/28/18 GRR*  
*3/28/18 On*

*Administrator Jones responded approximately \$15,000 – she continued that it may need to be billed in the next fiscal year. Administrator Jones asked if the server could be considered a capital expense. Mr. Bugler stated that the average life of a server is typically five years; the operating system that is on it has a maximum life of ten years. Discussion held that it would be a capital expense. Balance in the capital account is approximately \$12,000.*

**Vote: Selectman Mixon motioned to go ahead with the proposed work and see if the Town can receive the Government rates on the hardware, not to exceed \$3,700 from the Capital Account, which was seconded by Selectman Read and passed by a vote of 3-0.**

2. With the new server implementation in mind, find consensus on when to schedule Harris Computer's SQL upgrade for TRIO.

*Selectman House stated that the Town just needs to sign up for it now, but we can tell them when we want it done. Ian Bugler and Administrator Jones reviewed a letter to sign up now for a time slot in 2019 for the SLQ upgrade. This upgrade is necessary to use their web-based product. Their goal is to have people sign up for this during 2019 & 2020 so everyone can be moved to a cloud-based version of Trio. Selectman House mentioned she attended a workshop on-line and she feels that is not their intention. Discussion held that it is believed that the web-based product will not be mandatory as some municipalities do not have Internet. Ian commented that moving to a SQL based program is a positive thing; moving to the web-based in not quite as positive. The SQL version is not available yet and the web-based version is a work in progress.*

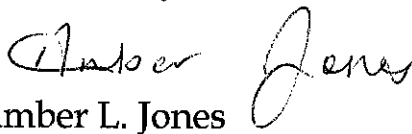
3. Meet with Bethany Wallace, Chair of the Road Committee to discuss the discontinuance of some smaller roads.

*Mrs. Wallace would like to have discussion about some of the lesser traveled roads of a short distance for possible discontinuation. There are seven roads which she feels should be considered. Bethany asked the Select Board if this is something the Town may wish to pursue. Selectman Houses stated that this question may not make this years' Town Meeting, but it gets the ball rolling. Selectman Mixon stated that the Town would basically turn the roads back over to residents of those roads and the assumption would be that they would form an association and figure out the maintenance on their end. The utility easement would be kept. Jim Totman suggested it be put to the townspeople to see if they want to pursue with it. We realize there is cost involved.*

*Selectman House asked if it should be put on the Warrant this year; answer was yes. Selectman Mixon feels that it should definitely be discussed at Town Meeting.*

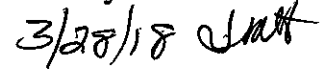

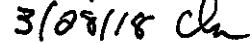
**Vote: Selectman Mixon motioned to include in the Town Warrant to ask thoughts about continuing the process of discontinuance of these seven roads, which was seconded by Selectman Read and passed by a vote of 3-0.**

Submitted By:

  
Amber L. Jones  
Administrator

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3/28/18 JMH  
  
3/28/18 GR  
  
3/28/18 C

*Discussion held to include a maintenance cost/plan for those roads to accompany the warrant in case the question is asked at Town Meeting.*

**II. Selectmen/Administrator Comments and Announcements:**

*Administrator Jones announced the deadline for submitting nomination papers is tomorrow at 5 o'clock.*

*Selectman Read apologized for the miscommunication on the newscast this morning where it stated Town Hall and the Transfer Station were closed. Town Hall opened at noon and the Transfer Station was open regular hours.*

*Selectman House received an announcement of the Class of 2018 Project Graduation Fundraiser, pancake breakfast at the Sportsman's Club, which will be next Sunday, March 25<sup>th</sup>, from 7-10 a.m.*

**III. Public Forum:**

*The Class of 2018 will also hold a Polar Plunge down to Head Beach after the Pancake Breakfast.*

**IV. Review and/or Sign:**

1. Payroll and Accounts Payable Warrants
2. Selectmen's Meeting Minutes for February 28<sup>th</sup> and March 7, with corrections
3. Treasurer's Report for February 2018
4. Municipal Quit Claim Deed for Drue E. Wallace (Map 029, Lot 004)

**Vote: Selectman Read motioned to review and sign the above, which was seconded by Selectman Mixon and passed by a vote of 3-0.**

**V. Adjournment:**

**Vote: At 6:48 p.m. Selectman Read motioned to adjourn, which was seconded by Selectman Mixon and passed by a vote of 3-0.**