



# *Town of Colchester, Connecticut*

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen  
Emergency Meeting Minutes  
Monday, March 11, 2019 at 4:20 PM  
Colchester Town Hall**

Members Present: First Selectman Art Shilosky, and Selectman Stan Soby, Selectman Rosemary Coyle (via conference call)

Members Absent: Selectman Denise Mizla

1. Call to Order

A Shilosky called the meeting to order at 4:20 pm

2. Discussion and Possible Action on Cott Systems Town Server Migration Contract

S Soby moved to authorize the First Selectman to sign the contract with Cott Systems for the town server migration with a startup fee of \$125 and an hourly fee of \$180, seconded by R Coyle. Unanimously approved. MOTION CARRIED.

3. Adjournment

R Coyle moved to adjourn at 4:25 pm, seconded by S Soby. Unanimously approved. MOTION CARRIED.

Attachment: Cott Systems contract

Respectfully submitted,

Tricia Dean

RECEIVED  
TOWN OF COLCHESTER  
MAR 12 AM 9:07



Cott to provide remote assistance with Town's Database Server migration efforts as follows:

- Assist with set up of SQL server.
- Copy Cott databases to new server, applying proper permissions and changing necessary parameters to work on the new server.
- Copy all necessary files for Cott software and services to be installed and work properly.
- Copy data and apply permissions necessary for Customer records to be accessible.
- Provide information and assist with changing any necessary configuration files and ODBC connections to work with the new server.

Customer is responsible for:

- Any domain controller migrations or changes to network (DNS, DHCP, etc.).
- Backup software for new database server
- Antivirus and remote access software for domain (servers and PCs).
- Any additional third party software that they had set up on previous server.

NOTE: Existing servers are owned by the customer, and will stay in the customer's possession.

- Remote migration efforts by Cott estimated ten (10) hours, up to eighteen (18) hours.
- Customer will be invoiced for actual number of hours for Cott's remote assistance.
- Advance notice to Cott is required; minimum of 5 business days.
- Customer will designate one point of contact in their office to communicate information to Cott as it relates to the hardware and network software.

#### Project Fees | Schedule of Payments

**\$180 per hour**

#### Schedule of Payments

**Invoice upon Go-Live Date (completion of project) TBD**

*Total project fee determined by actual number of hours Cott provides remote assistance. Customer will be invoiced upon completion of project.*

Invoice(s) are due within thirty (30) days of issue.

X Customer Acknowledgement:

 Date: 3-11-19

**Optional Products | Services** [fees below are in addition to other stated fees]


Please choose ONE box in this section.

☒ **Continue Using Cott Provided LogMeIn Central License** Fee \$125

- Currently using Cott provided LogMeIn Central Remote Access License.
- This option provides for continued use of Cott LogMeIn Central License for 5 year period.

☐ **RETURN COTT PROVIDED LOGMEIN CENTRAL LICENSE**

- Town to provide remote access method.

X Customer Acknowledgement:  Date: 3-11-19

## Customer to provide the following:

Broadband High Speed Access  
Hardware/Network Software

## Specification Sheet

### Minimum Requirements

#### **DB & File Server**

4 CPU Cores \*\*  
16GB RAM  
Disk Space to accommodate current disk usage + 5 years growth

#### **Domain Controller**

2 CPU Cores\*\*  
8GB RAM  
100 GB Disk Space

\*\*Server CPU core allocations based on Virtual Server Environment. If setting up a Physical Server Environment, use Intel Xeon processors with comparable cores when purchasing.

### Operating Systems

#### Windows Server

Windows Server 2012(R2) – Supported until 1/10/2023  
Windows Server 2016 – Supported until 1/11/2027

### Third Party Software\*

#### **Database Software**

##### Microsoft SQL Server

2012 – Supported until 7/12/2022  
2014 – Supported until 7/9/2024  
2016 – Supported until 7/14/2026

**Remote Access Software** – for server access/management and software support  
LogMeIn Central

**AV Software<sup>†</sup>** – known to work and not interfere with Cott applications  
SOPHOS Antivirus  
Symantec Endpoint Protection

\*As new versions of third party software are regularly released, please verify that the latest version of third party software has been tested to be compatible with our software before purchasing.

<sup>†</sup>Please consult with Cott about configuration for file exclusions to prevent Cott software performance issues.

Cott and Customer have executed this contract to be effective as of the date it is signed by Customer. Cott's *Master Agreement for Products and Services* also applies to the provision of services by Cott under this contract and the terms of such agreement are hereby incorporated by reference. The terms actually set forth in this contract will govern in the event of any conflict or inconsistency between its terms and the terms set forth in any other document between the parties.

Master Agreement for Products and Services 12/4/2008  
(Date Signed)

Colchester, Connecticut

(County, Parish, Town)

**COTT SYSTEMS, INC.**

Deborah A. Ball 1/3/2019  
(Signature) (Date)

Deborah A. Ball

(Print Name)

Chief Executive Officer

(Print Title)

Deborah A. Ball  
(Attest)

**CUSTOMER**

Arthur Shlosky 3-11-19  
(Signature) (Date)

Arthur Shlosky  
(Print Name)

First Selectman  
(Print Title)

Arthur Shlosky  
(Attest)

**PLEASE NOTE:**

The pricing in this offer is valid through 4/3/2019. After this date, this offer will be priced at the current rate.



Please digitally sign or print and sign original copy/copies for your records.

Once contract is signed, please email or fax the entire contract to Cott.

To: Cott Systems | ATTN Finance Dept | 1.866.540.1072 | [contracts@cottsystems.com](mailto:contracts@cottsystems.com)