

Form 1. Individual Project Proposal Descriptions and Justification

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Project Title: EOC Backup Exchange Server Program Area: MIS

Project Description: Give a brief (1-2) paragraph description of what the project includes. Provide basic information, such as the location, size, acreage, floor area, capacity, etc.

Evaluation Category RPH (Risk to Public Health or Safety)

The Microsoft Exchange Server in the Town Hall, MIS office provides e-mail to all Town employees and some emergency personnel. This includes the Police Department, the Fire Chiefs, and the Administrator of Emergency Services/Director of Emergency Management. When there is a power failure in Town Hall, the Microsoft Exchange Server shuts down, thereby eliminating access to e-mail communication. This is a definite problem for the Police and emergency personnel. The resolution is to place a cloned server in the Emergency Operations Center and fail over to that server in case of power loss in Town Hall.

Planning Context:

\$3,000 for HP ProLiant ML310e (server) with operating system Microsoft Windows Server 2012 (software)

\$6,500 for Microsoft Windows Exchange 2013 (100 users) software

Schedule: If the project will take several years to complete, outline the schedule here and on Form 2. If applicable, be sure to include work done in prior years, including studies or other planning, and refer to the Previous Town Meeting Item.

N/A

Coordination: If the project is dependent upon one or more other CIP projects, identify them and indicate what the relationship among the projects is. If the project is not dependent upon, but should be linked to one or more other CIP projects, identify them and indicate what the relationship among the projects is.

N/A

Previous Town Meeting Action: If the project has previously been included in the Warrant for a Town Meeting, indicate the year, the warrant article number, and Town Meeting action. Indicate the action taken, even in if the article was indefinitely

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postponed, referred for further study, or defeated. If there was a general planning study on which this project is now based, indicate the name of the study and when it was approved by the Town Meeting.

N/A

Project Priority: (Note: The highest priority does not have to occur in the nearest year, and priorities do not necessarily follow in chronological order. It may be that your most important project may not be needed or be ready for action until three years from now.

 A priority within department/program area

This project has a HIGH assessment of urgency.
The LPD, Fire Chiefs and AES/DEM use the Town E-mail to communicate. The Exchange Server (e-mail) is located in Town Hall. If Town Hall should lose power, we lose e-mail capability. The EOC needs to have a redundant Exchange Server for use during a power loss at Town Hall.

This project has a HIGH risk of deferring project.
This project cannot be deferred due to the reliance on e-mail as a communication tool.

Estimated Cost: \$

Instructions: Amounts shown here should agree with Form 2. For projects that will take more than one year, list each year separately and then show total.

\$9,500 for Microsoft server & software

Basis of Cost Estimate: Check one of the following. If you want to provide more detail on the estimate, do so with a narrative after indicating the type of estimate.

- X Cost of comparable facility or equipment
 Rule of thumb indicator, unit costs
 From the cost estimate from engineer, architect, or vendor
 From bids received
 Preliminary estimate, (e.g. no other basis for estimate, guesstimate)
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Alternative Financing: Instruction: Include an amount and a source here only if it is a source other real estate tax levy. Complete this section only if you know of a specific source, such as a state or federal grant or some reliable private funding.

N/A
