

LYNDEBOROUGH
BOARD OF SELECTMEN
MEETING MINUTES
October 10, 2018
Final

I. Call to Order:

Chairman Douglas called the meeting to order at 6:00 p.m.

II. Introduction of Members Present:

Chairman Fred Douglas, Selectman Mark Chamberlain and Selectman Richard McQuade
Town Administrator Russ Boland and Recorder Kathleen Humphreys

Public Present: Budget Committee members Burton Reynolds, Walter Holland, Peter Dallas, Lisa Post, Charlie Post, Steve Brown, John Pomer, Administrative Assistant Dawn Griska, RMON Networks Pres. & CEO Tim Howard and RMON Networks employees Yroark Lindsay and Kim Shactman were among those present

Media Present: Jessie Salisbury

III. Appointments:

6:05 p.m.: RMON Networks, Future IT Needs Discussion

T/A Russ Boland began tonight's presentation by introducing the town's IT Consultants, RMON Networks, who will be giving a presentation on what the town needs to stay successful and compliant. RMON Networks has been working with the town for about four years. The Budget Committee was invited so they could ask questions, discuss the options and determine what the town can afford.

Yroark Lindsay from RMON Networks gave a technical presentation on the IT concerns, solutions and an upgrade proposal. He handed out three documents that included a Strategic Review, Proposed Professional Services and additional supplementary documents that include meeting minutes and discussion points from previous meetings. *(Documents available to view at Citizens' Hall)*

After their analysis, the main reason RMON Networks is recommending changes in the infrastructure is that support for various software and systems will end in January 2020, in addition to the age of some of the equipment.

-Microsoft Windows Server Operating System will end support on January 14, 2020, which means there will be no more security updates and no more patches. If steps are not taken, it could lead to vulnerability in the infrastructure.

-Microsoft Windows 7 is ending support on January 14, 2020. The desktop operating system, Microsoft Windows 7, is used in a fair number of systems at Citizens' Hall.

RMON Networks is recommending changes to the firewall and networking infrastructure specifically with the network switch which is the equipment that interconnects all the

devises and allows them to communicate. That has been in production since before RMON Networks took over, therefore it's at least 5-years old.

RMON Networks is recommending changes to the wireless infrastructure for Wi-Fi and also implementing a more robust back-up solution to have a better implemented recovery operation to mitigate any disasters; whether that is physical to the building or data loss in general due to a malicious virus or human error.

The proposal offered a 3-year or 5-year lease option. It involves a substantial upfront cost. The lease would allow for long-term planning for the reoccurring expenses and put the systems into a refresh cycle with a set timeframe to plan for when the warranties and licenses expire.

RMON Networks' preferred recommendation is the 3-year lease option.

Implement a new physical server structure with two Microsoft Windows virtual servers to handle the town's authentication infrastructure, file share application, Vision or Avitar, QuickBooks for finances and everyday documents.

See the document, "Proposal for Professional Services" for details of the proposed plans.

RMON Networks recommends using the Microsoft 365 subscription with an additional license which allows for the installation of Microsoft Office Suite. It would allow putting the Town Hall and Police Department on the same platform. Currently, there are about three different systems running.

RMON Networks recommends the town works with TDS to upgrade the internet service. Currently, the internet is not reliable and does not have enough bandwidth for the needs of Town Hall. Currently, RMON Networks has issues replicating the off-site back-up which is problematic due to TDS' reliability and capacity issues.

The cost to update/upgrade to faster internet service was not included in RMON's proposal, however, they advised that a TSD Fiber Internet 50/50 mbps system for Town Hall which is estimated to cost \$500 per month.

Upgraded internet service could replace both internet services into the building. Town Hall and the Police Department would be on the same server after the internet upgrade with no concerns relating to compliancy.

An image-based back-up solution is recommended. If there is an issue with the hardware, for example if the server had an electrical fault and is damage beyond simple repair, and they need to implement a new piece of hardware going through the warranty, in order to bring that system into production, they need to reload all the software, files and other items. Image based back-up solution allows this work to be done in a "cookie cutter" fashion and apply it to the server to allow recovery to the time when the server was damaged. In addition, duplication would be done off-site on a daily basis to a secure location in Utah.

T/A Boland asked if there are any additional costs in the \$41,981.17 proposal besides the TDS internet services. RMON's cost of \$1,405 per month for services is not in the

\$42,000 proposal. It does not cover the licenses and monthly off-site backup costs plus a one-time cost to replace the network cables for the IT closet at \$110.

The lease per month is \$1,177 which covers the hardware and labor for the proposed solution.

All total, it is \$3,522 per month with monthly services for the Town Hall and the Police Department and the lease of the equipment, licenses and warranty included.

The Police Department proposal is to decommission their server and implement additional services. The monthly costs for additional Police Department services are not included in the \$42,000 proposal. The firewall for the police department will be removed, eliminating any subscription renewal costs. Chairperson Douglas asked for additional information on why there will not be a physical server in the Police Department. The process and the security was explained.

Mr. Dallas asked why they recommend HP products. Mr. Lindsay responded they are a HP Partner and receive outstanding service from them. They had great luck with their hardware and he gave an example where a hard drive can be replaced within four hours if necessary.

It would cost \$10,000 to run the wire for TDS about 80 feet to Citizens' Hall. Charlie Post suggested the town put the line in themselves and pay for the pole because it would be a substantial savings and result in the same bandwidth without the installation charges. He offered to do the research and mentioned there are public funds to help offset the cost.

Tim Howard explained why more municipalities and businesses are going to leases.

Steve Brown noted what is being proposed is \$3,500 per month and asked about the current expenditure. T/A Boland said it's about \$1,500 per month without internet costs.

Budget Committee members asked a variety of questions.

To answer Burton Reynold's question, a PC can be supported for about 3 years or 5 years if it has a valid warranty. RMON does not like to see it go over 5 years and prefers to keep the system fresh.

The 5-year lease options in the proposal would have a five year warranty. It was mentioned the Windows Operating System is on a three year warranty.

It was discussed if there should be a public computer station in the lobby after the internet is updated.

The old copper phone lines are a concern. A Voice Over IP Systems were discussed.

The next step is to have a meeting with TDS regarding the internet. The Selectmen would like to have Mr. Hyde from TDS attend a Selectmen's meeting.

The Budget Committee will review the information. Some members were extremely surprised by the cost. RMON said they can be accommodating and willing to have additional meetings or conference calls.

IV. Community Forum and Public Comment:

Jessie Salisbury reported the Historical Society is sponsoring updating the Town History and going back to the 1905 book to fill in the gaps. The Society came across questions they can't answer. For example, in 1915 the Selectman or town paid nine people to maintain horse watering troughs. The Society knows where they are but only located two troughs. One trough is on Johnson Corner Road, halfway up the hill from the house with the stone wall. Helen van Ham provided information there was a trough on Crooked S Road and Cummings Road that should still be there.

The Society has the list of names of the people who maintained the troughs. They feel it's important to find out where the troughs are for the town history. Carl Nelson, who lives where Rand lives, is listed as maintaining a trough. The horse trough on the Common was moved but they can't find out where it was moved to. Mr. Dollivier was asked to move it around 1915.

V. Decision Making Actions:

a. Consent Agenda:

October 10, 2018 Consent Agenda			
Item #	Item Title	Item Date	Approved
1	AP Warrants – October 9, 2018	10/10/2018	No
2	Payroll Warrant – September 24, 2018 – October 7, 2018	10/10/2018	No
3	Request for Approval of Intent to Cut Application (18-279-10T) (228-001, 229-003, 229-005, 229-006, & 229-008) – Accessed Via Woodward Road	10/10/2018	No
4	Request for Approval of Intent to Cut Application (18-279-10T) (229-003, 229-004, 229-005, 229-006, & 229-007) – Accessed Via Woodward Road	10/10/2018	No
5	Request to Approve September 12 & 26 , 2018 Tabled Consent Agendas	10/10/2018	No
6	Request for Board of Selectmen to Execute State Election Warrant	10/10/2018	No
7	Board of Selectmen’s Public Meeting Minutes – September 26, 2018	10/10/2018	No
8	Board of Selectmen’s Non Public Meeting Minutes – September 26, 2018	10/10/2018	No

The Consent Agenda was tabled until the next meeting.

b. Old/Tabled Business:

Consent Agenda Processing. (Sept. 12. & Sept. 16, 2018)

After a brief discussion the Selectmen agreed to close off the Consent Agenda on the Thursdays before the meeting allowing more time for the Selectmen to come into the office to read and sign the Consent Agenda items.

Selectman McQuade had a question regarding Tom Chrisenton's Intent-to-Cut permit. He wondered why there were duplicate parcels. Administrative Assistant Dawn Griska explained some of the parcels are on the opposite sides of the mountain and in order to access them they have to divide up their operation.

Street Lighting Committee Update

The Committee will meet with the Selectmen on October 24, 2018.

Wilton Ambulance Inter-Municipal Agreement Update

A signing ceremony has been posted for the October 22, 2018 meeting in Wilton.

Plodzick and Sanderson Auditing Contract

The three year contract is \$13,450 per year. Plodzick and Sanderson reduced the contract by \$750 per year for the next three-years because Finance Director Louise Dwyer has been having the materials ready to go when they visit Town Hall to do the work.

VOTE: Selectman McQuade made a motion, Selectman Chamberlain seconded to accept the auditing contract as written by Plodzick and Sanderson. Motion passed 3-0.

b. New Business:

None

c. Items not on Agenda:

Selectman Douglas said the presentation tonight by RMON is going to have a financial impact on the town and suggested the Board members and T/A Boland try to offset at least half of the IT cost somewhere or somehow to reduce increases in the tax rate. He felt it was incumbent on the Selectmen to keep the tax rate as flat as possible budget wise. This item will not be in the CIP and Selectman Douglas expressed that the town needs to tighten their belts.

The Budget Committee will meet on November 22, 2018.

Advanced Paving will meet with the Selectmen on October 24, 2018.

The discussion of Avitar vs Vision for property assessment software is an upcoming topic.

Selectman Douglas asked the reason why the Police Department has three PCs. He felt that was too many.

Selectman Chamberlain informed the Board that he met with Fire Chief Smith and T/A Boland along with a Structural Engineer from TF Morin to review rehabilitation options

for the Fire Station. It was determined it would be cheaper to knock the building down and start over instead of trying to bring the building up to code. T/A Boland will write a thank you letter to the structural engineer. There was no charge to the town for the review.

The Eagle Scout project of building a storage shed next to the Emergency Management Garage has been completed. T/A Boland will write a Thank You letter to Matthew Deware, the Scout who headed up the project.

VI. Town Administrator Report

Walter Holland is still working with the insurance company regarding insurance coverage of volunteers who would be working on the roof.

The Selectmen have copies of the Halloween Parade letter.

The Conservation Commission is planning to file two warrant articles:

- #1. To capture 100% of the Land Use Tax revenue.
- #2. To further protect the town forest.

This year's land use tax revenue is about \$8,200 while last year was about \$7,700.

The Recycling Contract meeting is scheduled for October 15, 2018 at 10:00 a.m. in Wilton. Selectman Chamberlain made some changes to the contract.

Fire Chief Smith requested two more items for the new rescue truck at the cost of \$900 which would leave about \$500 left. The items are a pencil ladder and seat covers for the cloth seats. The Board would like the Fire Department to find the money out of their budget. T/A Boland will ask the chief to revise the proposal and bring it back to the next Selectmen's meeting.

Perambulation with New Boston is scheduled for Thursday, October 18, 2018 to walk six segments of the shared town boundaries and locate the markers. Selectman Douglas and T/A Boland volunteered to walk with New Boston officials.

VII. Selectmen's Report

a. MACC Base Action & Agenda

No items to discuss.

b. Transportation Committee

- c. Selectman Chamberlain attended a Transportation meeting and updated the Selectmen with information regarding Non-Vehicle Access Grants. Amherst, Milford, Merrimack and Nashua applied for the grants. Some of the proposals include a pedestrian bridge, sidewalk, and a bike lane.

d. Planning Board

No items to discuss.

e. Heritage Commission

No items to discuss.

f. Safety Complex

No items to discuss.

VIII. Information Items Requiring No Discussion

None

IX. Non-Public Session RSA 91-A:3 II (a & c)

VOTE: Selectman McQuade made a motion, Selectman Chamberlain seconded to enter a Non-Public Session RSA 91-A:3 II (a & c) at 8:04 p.m. All voted yes. Motion passed 3-0.

VOTE: Selectman McQuade made a motion, Selectman Chamberlain seconded to exit the non-public session at 8:41 p.m. and re-enter the public session. Motion passed 3-0.

Once back in public session:

Vote: Selectman McQuade made a motion, Selectman Chamberlain seconded to adjust Finance/Human Resource Coordinator Louise Dwyer's compensation to \$25.50 per hour effective January 1, 2019. Motion passed 3-0.

Vote: Selectman McQuade made a motion, Selectman Chamberlain seconded to adjourn at 8:45 p.m. Motion passed 3-0.

Adjournment:

All scheduled items having been addressed, the public meeting was adjourned at 8:45 p.m.

Next regular meeting: October 24, 2018 at Citizens' Hall at 6:00 p.m.

Kathleen Humphreys, Transcriber

Chairman Fred Douglas

Selectman Mark Chamberlain

Selectman Richard McQuade