

**TOWN OF NEW HAMPTON
BOARD OF SELECTMEN
MEETING MINUTES
TOWN OFFICES
NEW HAMPTON, NH 03256**

December 8, 2009

MEMBERS PRESENT:

Selectmen Paul Tierney, Charles Bartley and Kenneth Mertz were present.

OTHERS PRESENT:

Town Administrator Barbara Lucas and Public Works Director James Boucher were present. Police Chief Salmon was expected to join the meeting.

CALL TO ORDER:

Chairman Paul Tierney called the meeting to order at 4:05 p.m.

*Highway Department
2010 Budget Review*

Budget worksheets were reviewed and compared with previous years. Full time and part time salaries, overtime and hourly wages were reviewed by the Board with Mr. Boucher. Health insurance expenses are up for all departments. Noteworthy budget line items included:

Budget figures for heating costs were down even though prices are going up because more the department has 13 barrels of used oil available for heating (compared to 4 barrels last year) to start the heating season. This will reduce the need to buy heating fuel.

Contract Services are down. Various component contract services were reviewed and the requested budget figure deemed reasonable.

Highway equipment maintenance and repair budget line was submitted at almost \$16,000. Expenditures to date this year are at \$5,285.00. Mr. Boucher was most concerned with the grader and loader which are older pieces of equipment and budgeted to reflect this. The Board reduced this item to \$12,500.

The vehicle fuel, oil and grease line item was kept at the same factor over last year's figure as was department overtime.

The requested budget for hardware, sand, gravel and cold patch has been requested for \$30,000. Expenditures are at \$39,000 for this year due to the increased expense involved with FEMA work, but it is anticipated that 2010 work will be less.

Winter sand and salt's budget line was reviewed. Salt prices have gone up and the town will be pursuing the possibility of buying in bulk in conjunction with other towns.

The 2009 budget line for vehicle maintenance and repair reflected that a lot of work has been done to bring equipment into good running status after the

wear from the work after the 2008 floods. The budget line was discussed with Mr. Boucher and found to be acceptable.

After discussion with Mr. Boucher of anticipated expenses, the Highway Department equipment and supplies budget was raised to \$1,000 at the request of the Board.

Warrant Article for the Replacement of the F-550 will be discussed by the Selectmen at a later meeting.

Warrant Article for the Brook Road bridge work needs to be developed. A replacement estimate update has not been received from DOT. Mrs. Lucas advised that if the bridge were replaced, the project would have to be carried by the town. DOT project scheduling and reimbursement is currently working on 2017/2018. Mr. Boucher will instead work up the numbers for an interim repair and pursue raising partial funds towards replacement. Funds for the repairs might be available through the block grant funding.

Equipment rental was reduced by \$100.

Dues and subscriptions were reduced to \$250.

Mr. Boucher still needs to complete the list for the 2010 block grant work, but it does include work on Straits Road, Old Bristol Road, and Boynton Road. That list and any Public Works warrant articles will be delivered to the Board shortly.

*Police Department Computer
Chief Doug Salmon
Mike Lavelle, CCS*

In advance of a scheduled conference call with CCS, Selectmen reviewed the information they had and prepared questions to pose to CCS.

Mr. Tierney reviewed that there was a \$950 initial cost for setting up hosting for the PD. Mr. Bartley asked if there was a way to have a host server in-house at the PD. Chief Salmon noted it the cost for that approach was \$8-10,000 for in house server which made this option undesirable. The monthly fee for hosting was \$278 per month (\$3,336 for the year), plus a one-time payment of \$4,200 for 3 work station replacements that would include the latest versions of Office Professional and all other required software pre-loaded.

The Board previously asked CCS if repairs could be made to the current server and was advised it was beyond its useful life and because it had never been a true server in the first place. The Board was advised the new maintenance contract price would be significantly less than the current price of \$4,400 if CCS were doing the hosting remotely and the work stations were new and fully updated. Selectmen needed clarification if this maintenance service would also cover other software the police department utilized. The Board asked to contact other police departments utilizing CCS for host services. Confidentiality requirements did not allow CCS to provide names of other clients, but they did ask other customers to voluntarily contact New Hampton directly. Chief Salmon had not received any calls as

yet.

The Board sought clarification as to how the hosting worked – if it was via telephone or cable internet. CCS advised the system was done via a virtual private network (VPN) through the internet utilizing a military-specific type tunnel system. If the internet or the power was down for an extended period, the Board wanted to ask CCS how the system would work.

Mike Lavelle of CCS was then contacted via telephone with the Board. When asked for a new ball park figure for the existing Town service contract, they were advised the Police Department is not currently part of that service contract. Mr. Lavelle stated the Police Department equipment is very old. While replacement is not strictly necessary, it was highly recommended and he felt it would be cheaper for the Town. A one-time charge of \$950 for a VPN router (to connect the police to CCS with a no-spec security encrypted tunnel) could be reduced to \$450 if these stations were replaced because the extensive repair work to make connection possible would not be necessary. The monthly estimate for hosting fee and service for Office products would include support for the IMC software which would be purchased by the Department separately. A service contract would be just for the hardware in the Police Department and would be substantially less expensive with new machines.

When asked, CCS advised power loss means there is no connection with the Internet. However, the Board was advised that total down hours for 2009 was 2.4 hours due to conditions out of their control. CCS maintains full battery backup at their offices so data is not lost. Additionally, they guarantee 99% up-time for their services and any loss of time at their end could be back charged to offset their bill.

CCS advised the Board system conversion would take 8 hours if everything was set up in advance as they planned. Because of other orders they are handling at this time, the work at the PD would not be scheduled for about a month. The conference call with Mr. Lavelle ended with the thanks of the Board.

The total cost of \$4,650 and maintenance, hosting and software was discussed. It was not possible to schedule the server and stations' hardware work in 2009, but it was decided that the purchase of the IMC software multi-user license (the fee being approximately \$5,500) could be purchased from 2009 funds available. The Board decided to go with the CCS proposal to upgrade Police Department systems in 2010 and the 2010 proposed budget will be adjusted to reflect the reduced expense.

Chief Salmon also advised the Warrant Article for the cruiser repair could be reduced by \$1800 because Irwin's offered a better price than Meredith Ford.

*Fire Department
Requisition for Antenna*

The requisition for \$1,140 for the purchase of a second antenna and wiring to replace the old AM antenna was brought to the Board. Mr. Tierney and Mr. Mertz had approved this expenditure, Mr. Bartley voted against it. The

purchase was approved.

LGC Health Benefits

The scheduled employee meeting will be re-scheduled because of weather concerns. Mrs. Lucas advised that although LGC had been advised of the Town's intention to move to the two-tier health benefits, the employees needed time to make their choice. This needs to be done quickly to have everything in place for January 1st. The Selectmen advised Mrs. Lucas that Monday, Tuesday or Wednesday at 3:00 p.m. the next week were alternate dates to offer the LGC representative who would attend. Mr. Mertz advised that he may not be able to attend the meeting on Tuesday.

Mrs. Lucas advised she had concerns that the budget was still higher than in 2009. She asked to dedicate some time to review some specific concerns she had at the next meeting. The Board agreed that more work was necessary and welcomed her input. Tonight's meeting concluded the meetings with Department heads and from here the Board members planned to review the entire budget for more cost savings.

Warrant articles and revenue issues will be reviewed on the next Monday Board meeting.

OTHER BUSINESS:

There was none.

PUBLIC COMMENT:

None was heard.

ADJOURNMENT

It was moved by Selectman Mertz to adjourn, seconded by Selectman Tierney. The vote passed and the meeting adjourned at 6:08 p.m.

Respectfully submitted,

Kristin J. Harmon