

## Advisory Budget Committee

### Meeting Minutes

January 23, 2014

The following members were present: Dick McDanolds, Barb Dutile, Dick Fabrizio, Andrew Maffei, Christopher Luurtsema, Peter Conrad, Laraine King, Jon Hobbs and Howard Hatch. Also present: Selectboard members Wayne Fortier, Tom Friel, Rick Ladd and Lynn Wheeler; Town Manager Glenn English; Admin. Asst./Finance Officer Jo Lacaillade; Richard Morris; Don Hammond; Rich Clifford; Jim Marshall; Dick Guy; Steve Robbins; Brad Kennedy and Clerk Karen Hyde.

Dick McDanolds called the meeting to order at 7:00 pm.

TM English stated that Jim Marshall, the Town's IT person, was there to explain the software upgrades to protect our data. Jim then gave a brief description of the virtualization project. He explained that over the past few years, a network has been created in the Morrill Building to include the Selectboard, the Planning Board, the Police Department, etc. The network consists of one server right now and that server houses multiple data bases for the Police Department, Payroll, Finance and Taxes. His concern is as the network ages, it gets less and less reliable. He would like to install a new server; not replace the current one, which will serve its own purpose. The new server will be able to split up the tasks of that one server; so one machine will be able to do the job of multiple machines, saving money, saving energy, minimizing down time and hopefully, prolonging its life. This new server is virtualization at its best. Back-up will be easier and less data-loss potential. TM English asked if individual computers would be like terminals feeding into a larger unit that does all the work. Jim stated that that is the case. Cutting down on the time he has to spend checking back-ups on each machine, making sure the back-ups are being done. Inside the one server, there would be a virtual file server that would house all the documents safely. If a machine goes down, there wouldn't be lost documents; they would be safely stored. While that machine is being repaired or replaced, another machine could be used and business continuity is maintained. TM English asked how this would save money. Jim explained that it cuts down on energy. TM English asked how much electricity these machines use and Jim explained that they are 24/7 machines. It should minimize the amount of time that he would be spending, theoretically. The amount of hardware is the biggest money saver. The PCs wouldn't necessarily last longer; the data on them would be secure. TM English asked if the new system would have better back up of the data and Jim stated that it would. Inside of each virtual machine, it will have its own back-up; on the outside, at its core there will also be a back-up. The core back-up system will actually back up those files as the virtual machines themselves are backing up their data; this machine will be backing them up also. It's a triple back-up system. TM English asked if it did this offsite or in the cloud. Jim stated that it was not in the

cloud. Essentially, in the future, it will be on an offsite location. TM English asked if we lost the building would we lose all of our data and Jim stated that we would lose everything. TM English asked how this could be prevented and Jim stated that they could look into some offsite options. There are a lot of them out there, which he could bring to their attention at a later date. Laraine King asked if Jim did physical tape backups now. Jim stated that he did not do tape backups; he does full backups weekly and other backups daily. TM English stated that the machines are stored in a fire-proof vault right now, so they are more protected than if they were in a regular office. Chris Luurtsema asked Jim if the cost of the offsite back-up was included in the price tag and Jim told him that it wasn't. Chris then asked if it was included in next year's and Jim stated that it was. Howard Hatch stated that he was under the impression that the Town already had offsite storage of backup. He stated that he didn't see how this could continue. Jim stated that there were three external hard drives that were being used for back-up. The Police Department was taking these to the bank. As things went on and he made changes to the network, adding in a new back-up server, that was reallocated to the old machine and left onsite here. When looking at offsite back-up, where it's going to be and how secure is that site are some of the questions. The best way to move data is through the Internet. Jim stated that the back-up server we have now could be moved to another site as long as there was a feed from Charter and he could create a tunnel for the data. He fully agrees with offsite back-up. The back-ups here are checked regularly. He can't prevent what happens to the building. He would like to have things comfortably safe; nothing is 100% safe. TM English stated that he would like to do a system back-up, rather than a data back-up, which could be done this year as part of this upgrade. Jim agreed. Chris Luurtsema asked if a school would be a possibility for an offsite location as a school has great internet connections. He was thinking of a place that possibly wouldn't incur another \$60, \$70 or \$100 for a business internet line. Laraine King was worried about security and that's why she suggested tape backups and taking them to the bank. Chris stated that physically transferring files onto a drive or tape and transporting them is not cost effective; a server back-up is automatically done, right down to the second. TM English asked what the County did with their data and Jim stated that it was all on-site. It's spread amongst the buildings, but it is all on-site. If anything were to happen to the whole site, the data would be gone. With an off-site location, he stated if something happened to the JRM Building, there would be business continuity. Chris Luurtsema asked if it was possible to do the offsite location with this amount of money in the budget. Jim stated that he could set up an offsite backup with nothing more than a firewall, a router, a feed from Charter and the server from downstairs. There are two servers in the vault right now with battery back-up. TM English asked if the feed needed to be from Charter and Jim suggested that Charter had the most reliable speed. There were questions on how long this new equipment would last before another major upgrade. Jim responded that the hardware would probably get another 6 years. At 5 years, planning would need to be done on a new upgrade. Having a virtual machine

here and another offsite would fulfill the needs for a long time to come. Laraine King stated that the Information Technology budget was \$63,154 for this year and what did Jim think it would be next year. AA Lacaillade stated that some of the \$63,154 had nothing to do with Jim; it was the software support for three programs. The budget that Jim was looking at for this year was roughly \$19,000, which is for this project from start to finish. The following year wouldn't be as much; the bulk of equipment needed and time into it were this year. Once he has built the machine, there is only a matter of a few hours integrating it together and making sure it works together correctly. Next year, the budget would be between \$9,000 and \$10,000. Jon Hobbs asked Jim if the \$3900 remaining in the equipment line after buying the hardware would be enough to allow him to get the offsite up and running. AA Lacaillade stated that there wasn't any fluff in the equipment line. Jim is looking at installing 3G Wi-Fi Failsafe in the JRM Building. TM English stated that when Charter goes down, he cannot communicate electronically with Emergency Management of the State. It is basically an insurance plan for communications. Jim stated that it would probably cost around \$500 for a firewall to get offsite. Lynn Wheeler stated that there was a vault at the Robert E. Clifford Memorial Building, which we currently don't have a combination for. AA Lacaillade stated that they were, hopefully, close to getting it open as they had a computer working on it. Jim stated that getting backup offsite this year could be done relatively inexpensive. Barb Dutile asked if Charter was giving municipalities any kind of discount and the answer was no. Barb Dutile made the motion to approve the budget; seconded by Peter Conrad and all approved. TM English stated that they would commit to offsite protection in the coming year.

The following expenditure was reviewed:

**Tax Collection** – AA Lacaillade explained the Tax Collection salaries as requested at the meeting of January 16<sup>th</sup>. When the Transfers were done at the end of the year, the Tax Collector funds were used to transfer to other accounts. When Sandy came on as Town Clerk, she took a very small portion of the Tax Collector salary to keep going. Next year, that will change so they need to budget for a part-time Tax Collector as they have before. The Tax Collector will be part-time, no benefits. There will be a full-time Town Clerk this year with a part-time Deputy Town Clerk and part-time Tax Collector. The part-time positions will be unbenefited when that transition happens at the end of July. Barb Dutile made the motion to approve the Tax Collection budget; seconded by Peter Conrad and all approved.

The Committee then moved to the Fire Departments. Dick Fabrizio asked TM English to explain the Fire Equipment budget. TM English stated that what was seen now in the operating budget is the \$20,000 that was donated to each department for equipment which has been taken out of there for 2014 and set up as a \$60,000 special reserve account under the reserve section. If Town Meeting approves the establishment of the reserve and the initial deposit of \$60,000, every year thereafter it will come to the Committee as a reserve account. The reserve account

is worded as replacement of rolling stock, which is, basically, the trucks. Everything else is now in the operating budget. TM English stated that, generally, all three fire departments were very responsible with their budget requests this year and he knows that each set of Precinct Commissioners also took a hard look at their requests. What was done, in terms of the fire departments last year, was they changed the funding formula. Instead of the Town and Precinct taxpayers supporting the departments, it is now all Town. The fire departments are now broadly funded by the whole Town. This didn't change any authority; the fire departments are still Precinct fire departments; the Precinct Commissioners still have authority over the chiefs to the extent that they do. TM English stated that between the three fire departments, they would like to purchase a commercial washing machine in order to wash off any hazardous material from their gear and not take it home where it could contaminate their own washing machines. He then asked Brad Kennedy to elaborate on this. Brad stated that there were new carcinogens out there in furniture and car interiors that are very harmful to breathe in. For years, dirty gear was a badge of honor for firefighters, but in today's society, you should take a shower and wash gear after every instance they are involved in. There is a washer at the Woodsville station, but it is not big enough. He stated that they are looking for a washing machine that would do three sets of gear at a time. They would be able to get rid of the water commercially. The nearest commercial washer to them is in Littleton, but they don't like to let people use it. It is truly a health issue. He stated that Ed Ballam had applied for one with a grant. If they don't get the grant, they should still get a machine this year. The price of the washer was \$6,000 installed. The Woodsville station would be a good place to put the washer as it is open 24/7. Laraine King asked about the wastewater from the washing machine and where it would go. Brad stated that it would go through the sewage treatment plant. Howard Hatch asked if all the Fire Department capital reserve accounts were empty now and TM English stated that he could not answer that. He believed that there was still money in Haverhill Corner's reserve. Howard asked if what was remaining was the property of the Precinct or did that become part of the Capital Reserve. Rick Ladd stated that it would become part of the new reserve account that was set up. Richard Morris stated that he believed that Haverhill Corner was next to get a truck. He stated that they had to start working on the new truck now because it takes a year to get it. TM English asked what the price was on the truck and Rick thought it was close to \$500,000. Chris Luurtsema asked about the \$20,000 FD Prof Services-Inspections line item and it was his understanding that there would be a fee for the inspections. TM English stated that this was the first year and he couldn't make any projections on what the fee revenue would be. The expense is covering the payment of the third-party inspector to aid the three fire departments in doing inspections, to accelerate the inspection time and to deal with some of the properties that haven't been dealt with that really need to be dealt with. There will be a fee offset. Chris then asked if there were a rough number of buildings to be inspected. Brad Kennedy responded that there were 61 apartment buildings in Woodsville. Chris also asked if the fire departments would

enforce these codes. Rick Ladd stated that it would be the fire chiefs. Rick then stated that when a certificate of compliance is issued, it has to mean something. There was a brief discussion on Cumberland Farms going into where Grafton Motors was and the impact it would have on traffic at that intersection. Laraine King made the motion to approve the Fire Departments budget; seconded by Barb Datile. Howard Hatch commented about membership in the Equipment Committee. The Committee then voted and all approved.

**Emergency Management** – Peter Conrad made the motion to approve the Emergency Management budget; seconded by Barb Datile and all approved.

**Cemeteries** – Chris Luurtsema asked how many cemeteries were involved and the response was there were eight. Dick Fabrizio made the motion to approve the Cemeteries budget; seconded by Jon Hobbs and all approved.

**Health Officer** – TM English stated that the Health Officer salary was increased this year at the suggestion of the Selectboard because the Board has been looking at groundwater protection and wanted to put extra funds in there so that the Health Officer could get some training. Barb Datile made the motion to approve the Health Officer budget; seconded by Jon Hobbs and all approved.

**Airport** – TM English stated that several years ago, the Airport was asked to be self-sufficient and they have been. He thought that the Airport Commission was doing a great job. Jon Hobbs made the motion to approve the Airport budget; seconded by Chris Luurtsema and all approved.

**Animal Control** – TM English stated that the reason for the reduction this year was because last year there was a roof put on the kennel. Laraine King asked about the Animal Control person's salary. She read in the paper that this was a part-time position and TM English explained that it was a part-time position, but she was on call 24/7. There is also a second person that helps her. Jon Hobbs made the motion to approve the Animal Control budget; seconded by Barb Datile and all approved.

**Other Health (Ambulance)** – Howard Hatch made the motion to approve the Ambulance budget; seconded by Jon Hobbs and all approved.

**General Assistance** – AA Lacaillade stated that there were transfers out of General Assistance to offset other departments. Howard Hatch asked if the fuel companies gave the Town a special rate for fuel assistance and was told that they do not, but they would most often not charge a special delivery charge. Howard Hatch made the motion to approve the General Assistance budget; seconded by Jon Hobbs and all approved.

**Parks and Recreation** – Peter Conrad asked if they could revisit the Rec Director salary. He stated that he believed the Selectboard had discussed a 5% increase. TM English stated that the Selectboard was meeting in Work Sessions after the Advisory Budget Committee meetings to discuss the budgets that had been dealt with. After the last meeting, there was a discussion about the raise, but no decisions were made. Peter made the motion that they change their

recommendation of the Rec Director's salary from 3% to 5%; seconded by Barb Datile. There was no vote. Laraine King stated that the Letter from the Editor in the Journal Opinion was cruel. Chairman McDanolds thought it "stunk." Laraine stated that the article really, really bothered her and it was uncalled for and mean. She totally agreed with the 5%. Howard Hatch asked if Sherri had been asked by the Selectboard to take on more responsibility. The Selectboard members present stated that they had not. Howard stated that he felt the 3% increase was sufficient. Jon Hobbs stated that the Committee had had discussion about the increase and had voted on the 3% increase and he didn't feel comfortable moving from the 3% that they had voted on previously. All of the Committee agreed that Sherri did a good job. Chris Luurtsema agreed with Jon. Peter Conrad then withdrew his motion. Jon Hobbs made the motion to approve the Parks and Recreation budget; seconded by Barb Datile and all approved.

**Libraries** – TM English stated that he recommended the libraries be level-funded. There were no requests for additional funds. Peter Conrad made the motion to approve the Libraries' budget; seconded by Laraine King and all approved.

**Patriotic Purposes** – Laraine King asked why the budget had doubled. AA Lacaillade explained that it had not doubled; some of it had been used in transfers. Peter Conrad made the motion to approve the Patriotic Purposes budget; seconded by Barb Datile and all approved.

**Culture & Heritage** – Chris Luurtsema made the motion to approve Culture & Heritage; seconded by Dick Fabrizio and all approved.

**Conservation Commission** – Jon Hobbs made the motion to approve the Conservation Commission budget; seconded by Barb Datile. Howard Hatch asked what the Commission did. TM English explained that the Commission had some dedicated Commissioners. He also explained that the Commission had accepted some land just downstream from the bridge on Jeffers Hill Road and that is a very important piece of property, in terms of the watershed and conservation. The Committee then voted and all approved.

**Economic Development** – AA Lacaillade stated that she had received the Lower Cohase Regional Chamber's request for \$1,174. Barb Datile made the motion to approve the Economic Development budget; seconded by Peter Conrad and all approved.

**Debt Service** – TM English stated because of the cash flow situation, they were spending money to borrow money to pay the school, the County and the Precincts. This was a standard item. Peter Conrad made the motion to accept the Debt Service budget; seconded by Barb Datile and all approved. Howard Hatch suggested paying off the old French Pond Road bond.

Barb Datile made the motion to adjourn the meeting; seconded by Laraine King and all approved. The meeting was adjourned at 9:10 pm.

Minutes transcribed by Karen Hyde.