

Town of Groton
Select Board Work Session Minutes
May 9, 2017

In attendance: Christina Goodwin, Kyle Andrews, John Rescigno, Ruth Millett and Sara Smith (Administrative Assistant - AA)

Absent: EJ Thompson, Glen Hansen

John called the meeting to order at 4:00pm. Christina arrived at 4:15 pm.

Department Head Meeting

Meeting with Dave Switaj from Moonlight Computers

Sara explained to Dave that we just wanted to meet since each Department had a few questions for Dave.

EJ explained that biggest concern is what we experienced with ransom ware. Dave explained that Carbonite made changes and does back up and is scheduled at the end of shifts since it can slow down the computer. Christina asked what Carbonite backs up. Dave mentioned my documents, email, desktop, etc. Avitar does a back up to the hard drive and Carbonite backs this up.

Kyle asked about getting the cameras to record. Dave explained that the Town would probably need a new system. The Police Department and the Transfer Station both have a DVR system which records. The Transfer Station will record and hold about three weeks' worth.

Sara also mentioned the cameras still aren't working correctly. She had told Dave about this before. The one that looks at the back emergency exit hasn't worked in months and the others constantly go in and out.

Ruth and John brought up the wifi in the building and how spotty it is. There were issues at the Town Meeting. Downstairs is run off of the Library which has been having issues. Sara had reached out to Elizabeth Jespersen about this and asked her to contact Dave but Dave never heard from her. Sara will follow up with Elizabeth about the library and ask her again to contact Dave Switaj. Sara explained to Dave that when she sent the email before that Elizabeth was just out of surgery and probably saw it but was not in a condition to respond.

Dave said that he will look at the wifi and the cameras and come up with a plan.

Kyle asked about getting cameras installed at the Highway garage like we have at the Transfer Station. Sara explained that Glen was supposed to set up a time with Dave but hasn't called him. Sara just talked to Glen and Glen asked Dave to call him after so they can meet at the garage to look at where these would go. Christina said they should be something that can be easily moved since the new garage should be there in a few years.

Christina asked Dave if there are any recommendations to do things differently. Dave will change the set up so that he can get the carbonite reminder emails since he is no longer getting them.

Christina asked Dave about the website and if he has any recommendations or knows of anything easier. Sara said she can definitely work with what we have as it is pretty user friendly but would like to look into any options of other departments using it to make changes to their pages when Sara is off. Christina asked Dave what he thought about Virtual Town Hall. He has had towns that moved away from it because they didn't like

it and it was expensive. Dave mentioned there is something called Word Press which is easy and is a little more flexible.

Dave asked about purchasing new computers and if there is a budget. He said 4 years is recommended to change them. We have some that are from 2012. We should look into adding this to the budget to do a computer replacement at least 1-2 each year. Christina mentioned that at budget time that we would like him to submit his recommendation. He said he does have a report card he uses for other towns that he can send us.

Christina asked what he thought about a server for this building. Dave didn't really answer the question.

Transfer Station

Christina mentioned that she was at the Transfer Station and Richard talked about a few things. Originally the Select Board said no to internet for now which he is fine with at this point. However, Richard asked if he can take the donated computer home and work on things from home. It was agreed to wait until the Transfer Station Supervisor position is decided upon because he may not need to worry about it. Sara will explain this to Richard.

Richard also mentioned that the Snow blower that was moved there is not being used and is in the way. It was agreed to move it to the Highway Garage. Sara will talk to Glen about this.

Meeting with Mike from Certified Computer Solutions (CCS)

Mike explained they have been in business since 1989. 75% of business is municipalities and they are very familiar with how Towns operate and what is needed. All employees have been vetted to allow them to work in Police Departments etc. There are 5 employees total which 3 people that have 4 year degrees and are always getting recertified when new software comes out. They cover all of NH. Most of work is remote but have no problem of getting people on the road to get here.

He came in the fall and made a list of recommendations. He recommended a server. Having a server would manage anti-virus centrally and perform on site and off site backups and allow computers to be turned off. Mikes biggest fear is that if something went down right now that we would lose information.

EJ asked his thoughts on carbonite. He said it is good but with the server it wouldn't be needed and he would recommend the server.

Kyle asked what it would cost for the server. He said it is \$8,000.00 to buy it or he would recommend the option to lease the server for a 4 year service and with everything including a maintenance contract, annual cleaning, anti-virus, etc. was a little over \$410 a month for 4 years. This doesn't include the service if something was broken on the desktops though.

John asked how this is cheaper than buying as John said he mentioned it is \$8,000.00 to buy it. Mike explained that it is \$8000.00 to buy the server and then it is a yearly maintenance fee of \$3,150.00. John asked when server becomes obsolete. Mike said they replace servers every 5 years. He explained that all have access to same server but you can have the PD and Town Hall on one server.

Christina said if we didn't do server what would the contract charges be. Mike explained that it would be a \$2,200-\$2,300/year which would cover maintenance, cleaning, phone support and repair which would include anti-virus, which can be broken down monthly if preferred. Mike also said that he would want the backup situation to be addressed.

EJ asked about the cameras and if they would be stored on the server. Mike said he wouldn't recommend that. They don't allow access outside of the building into the building so he asked if anyone would need to see the cameras off site. It was explained that it would not be needed. He said that port forwarding is required for cameras and this isn't allowed on networks anymore. If it is internal then it would be no problem at all but there would be a separate DVR that would be used.

John asked with a server how it things backed up? He explained the backup process and explained it can go back 30 days.

Christina asked if we did the server but this wouldn't cover work stations, then what if a problem came up. Mike said they would still assist with any problems but would just charge time and material.

Mike said that if we don't go with server service then we should go with anti-virus service because if there is a virus they get notified immediately.

They are out of Northfield but cover Hebron, Rumney, Plymouth, etc. so we could contact any of them if we were looking for references.

Christina stated that if we were looking at putting a camera system at our Highway Department like our TS, would you provide a quote. He said this isn't their specialty but they would recommend someone.

Mike said they sit with the Town before the budget is submitted so they can provide the recommendations of what they think should be replaced in the upcoming year.

Christina asked if they had a website recommendation. Mike said Virtual Town Hall is what they are familiar with. He said they do their own email hosting but with websites they go through people that specialize in that instead of giving half way job.

That was it for questions so Christina thanked them for coming.

Discussion about Computer Companies

John mentioned that it is inevitable that we will need a server someday. We need to find out the costs both ways. Sara will request a quote for both ways through CCS and will ask Dave Switaj for all yearly costs (trend micro, carbonite, website, etc.). If we changed companies we would need to figure out what we would do with email and website.

Other department head concerns

EJ and Ruth mentioned the carpets. They are dirty and some areas need to be replaced. For now we will get a quote on getting carpet cleaned. Sara will look into this.

Christina motioned to go into non-public session pursuant to RSA 91-A:3 II (a) and (b) at 5:50pm, John 2nd, so voted.

Christina motioned to return to the public session at 7:55pm, Kyle 2nd, so voted.

Christina motioned to seal all of the non-public minutes, John 2nd, so voted.

Miles

Sara mentioned that Miles put in an application for perambulation and would like to meet with the Select Board to make sure we are on the same page. Sara will ask Miles if he can meet at 630pm next Tuesday, May 16th.

Sculptured Rocks

Currently the sign at Sculptured Rocks is down. EJ called about this. Also, EJ had sent a request for the Town to meet with NH Parks. EJ mentioned his concerns are parking, trash, bathroom, etc. Sara mentioned there is an opening for 6/20 at 5pm. EJ will email to see if he can check with his contact to see if it needs to be a meeting during the day.

Warrant

Sara mentioned that the warrant needs to be done by Monday, May 15th so she will be doing it in the next couple of days. The Select Board will need to come in and sign the warrant. **Christina motioned to approve and sign the warrant once ready, John 2nd so voted.**

Porta Potty at Park

Dave Sharp asked if we can move the porta potty at the Park. This summer a lot of people were using it on their way to Sculptured Rocks. The problem was the girls would use it and the guys would go outside of the outhouse right there on the main road for all to see. The only concern is where to move it as we want it accessible for handicap use. Also, we would have to pay to have a new base installed, etc. For now we leave it as is until we meet with NH Parks and we can request they put in one at Sculptured Rocks.

Having no other business to conduct, Kyle motioned to adjourn at 8:06pm, Christina 2nd, so voted.

Respectfully submitted
Sara Smith
Administrative Assistant