

**BOARD OF SELECTMEN**  
**Minutes of March 25, 2013**

**MEMBERS PRESENT:** Chairman Phil LoChiatto called the meeting to order at 7:05 PM. Selectmen Ross McLeod, Kathleen DiFruscia and Roger Hohenberger were present; as was Town Administrator David Sullivan. Selectman Al Letizio was excused. Mr. LoChiatto opened with the Pledge of Allegiance.

**ANNOUNCEMENTS:** Mrs. DiFruscia noted that she had attended the recent performance by the Windham High School Theater Company of "Cinderella"; adding that it was a great performance and encouraging all to support the group's future performances.

Mrs. DiFruscia then noted that, in June, WHS Principal Tom Murphy will be leaving; adding that he has done a phenomenal job and will be missed.

Mrs. DiFruscia advised that this coming Saturday, 3/30, the first ever official "Welcome Home" ceremony for Vietnam veterans will take place at 2:00 PM at the Army National Guard hanger in Concord; adding she thought it was great that these individuals were finally being recognized. Mrs. DiFruscia then went on to read the following list of individuals from Windham who served in Vietnam, apologizing if anyone was omitted: Wayne Bailey, Donald Koch, Lawrence Casey, Louis Cizmada, John Costanzo, Walter Kolodziej, Olive Lafond, and Major Kenneth Lewis.

Mrs. DiFruscia noted that Town Planner Elizabeth Wood had recently received certification from the American Institute of Planners as a Certified Professional Planner. She explained this is a difficult feat to achieve, with only 63% of those who take the exam actually passing. Mrs. DiFruscia noted that Ms. Wood is the only employee of Town to have this certification; and extended congratulations for this accomplishment.

**LIAISON REPORTS:** On behalf of Mr. Letizio, Chairman LoChiatto noted the following: the Village Bean has received a Best of Business award; four (4) new businesses held open houses the previous Saturday; True Blue Cleaners, The Common Man, and Windham Rail Trail have received awards from the Hippo Press; Chomical will be filming at the Village Green; and on April 6<sup>th</sup> there will be a multi-business open house.

**CORRESPONDENCE:** Mr. McLeod noted that a request had been received from the Friends of the Library to utilize the Town grills for the Annual Strawberry Festival. FLOW would like to have the grills on site on Friday, 5/31, for use on June 1; and asks that staff coordinate same with Jennifer Simmons and that the Board waive any related fees. Mrs. DiFruscia moved and Mr. McLeod seconded to approve FLOW's use of the grills as requested. Passed 4-0.

Mr. Sullivan advised that Earth Day was approaching, on April 20<sup>th</sup>, and that the Earth Day Windham coalition was working with the Transfer Station and Highway Department to arrange for a receptacle to be placed at the Transfer Station to collect the clean-up bags at no cost. Brief discussion ensued, and the Chair executed the form related to same.

**OLD/NEW BUSINESS:** Mr. Sullivan advised that the Department of Transportation has revised their plan regarding blasting in the area of the Kindergarten; noting that rather than blasting on weekends as originally planned they will be doing so on weeknights between the hours 6 PM and 7 PM with a Fire detail in place. Mr. Sullivan explained that Deputy Chief Morgan will be working closely with the blasting company, and one blast per evening is anticipated. Brief discussion ensued, and Mr. LoChiatto expressed concerns with the density of population in the area; questioning whether a mailer or similar could be sent out advising residents of this change.

Deputy Chief Morgan approached noting that he had been working with Maine Drilling and Blasting, and that, by ordinance, the latter is required to notify and complete a pre-blast survey for all within a 500' radius; adding that the State has offered to perform the same for others outside said radius who have concerns. Discussion ensued regarding the proximity to the pond and that door to door notifications should be occurring in the area. Deputy Chief Morgan concurred with the latter.

**PSNH:** Mr. Sullivan explained that Ms. Liz LaRocca had been asked to attend in response to resident concerns regarding what PSNH does as part of their restoration process. Ms. LaRocca approached, noting that Line Department Supervisor Paul Casper was also in attendance.

Ms. LaRocca then reviewed the attached presentation with the Board, and highlights of the related discussion throughout included:

- Windham is on one of the worst performing circuits in the state.
- That the entire US east of the Rocky Mountains is interconnected.
- PSNH is currently putting in intelligent “Viper” switches and moving some off the main 31-33 circuit to even out usage.
- That while technology exists to use a combination of digital sensors and underground utilities, the latter involves longer restoration time as the problem areas can’t actually be seen.
- That the choice for aboveground versus underground utilities in new installations is driven primarily by zoning and/or protocols; and the latter is much costlier to install.
- PSNH requires developers to construct with future improvements in mind.
- To date, \$13M has been invested toward digitizing PSNH’s maps and data clean-up, which will be followed by implementation of an outage management system that will allow PSNH to determine how long restoration will take.

The Board thanked Ms. LaRocca and Mr. Casper for attending.

**IT DIRECTOR:** Mr. Delong reviewed with the Board the attached project proposal relative to upgrades to the Town’s computer system and infrastructure; funding for which was approved at Town Meeting. He noted that the costs as estimated will complete the core needs, and that the remainder will be used to implement the second phase of the project. Mr. Delong advised that he has several quotes in hand, and that a system analysis had been completed the previous week.

Mr. Hohenberger thanked Mr. Delong for his efforts and for earmarking funds towards work stations. He then sought clarification that Mr. Delong was moving away from implementation of a SAN system; and Mr. Delong replied in the affirmative citing both cost and future viability reasons. Discussion ensued regarding the Technical Advisory Committee, their assistance to Mr. Delong, and that they support this recommendation as presented.

Mr. LoChiatto inquired whether the current desktops can support the centralized monitoring software as proposed, and Mr. Delong replied in the affirmative. Discussion ensued regarding the future capacity/flexibility of the proposed equipment, and the bid process.

Mr. Delong indicated he would be requesting a waiver of the bid process to allow purchase of the equipment from Dell under the State contract; further noting that the software is not something that would need to be bid. Mr. Delong went on to indicate, however, that the installation fees will be put out to a turnkey bid. Discussion ensued, and Mrs. DiFruscia inquired whether Mr. Delong will be returning to the Board with cost figures before requesting a bid waiver, and he replied in the affirmative. Discussion ensued regarding Mr. Delong’s obtaining of pricing information for the next meeting and that he hopes to have the project completed by mid-August.

**SELECTMEN MEETING SCHEDULE:** The Board reviewed three (3) proposed amendments to their Rules of Procedure, the first of which pertained to Section III B) and whether the Board wished to begin meeting every other week in regular session, with workshops on the alternate Mondays, if necessary. Mr. McLeod suggested this paragraph be amended to read “at least every other Monday in a regular meeting, with other meetings as deemed necessary.” Lengthy discussion ensued regarding posting requirements and public notice, and the term “workshop”. It was the consensus of the Board to leave the section as it is, but change the word workshop to “meeting”.

Lengthy discussion then ensued regarding a proposed amendment to Section IV B) to push back the submission deadlines for agenda items, with input from Mr. and Mrs. Case. Mr. McLeod noted that, if the Board was maintaining the potential to meet every week, then this proposed amendment could result in information that the Board requires for their meeting to leap-frog/become stale. Further discussion ensued.

Discussion then moved to the proposed addition of a new sub-paragraph "G" under Section IV relative to the disbursement of information from one Board member to the others prior to a meeting; which Mr. McLeod expressed concerns regarding. Mr. McLeod questioned what kind of information this would encompass and why members should need to be required to present their arguments on a matter before hand. Mr. LoChiatto explained that he was endeavoring to make sure that all the information was in hand well in advance of the meeting in order that the Board may make informed decisions. Further discussion ensued regarding the Board's ability to postpone an issue should the Board need time to review newly presented information.

Mr. McLeod moved and Mr. Hohenberger seconded to post the Board's Rules of Procedure for adoption with the following amendments: 1) change "Secretary" to "Administrative Assistant", and 2) change "workshop" to "meeting". Passed 3-1, with Mr. LoChiatto opposed.

**OLD/NEW BUSINESS CONTINUED:** Mrs. DiFruscia noted that, as it pertained to meetings, she would prefer to see Department Heads first on the agenda for their public and non-public items. Mr. Hohenberger indicated that he would concur with placing the Department Heads first for public items, however, non-publics can often take quite a bit of time. Mrs. DiFruscia concurred, and a discussion ensued.

*Mr. Sullivan* advised that staff has been receiving calls from users of the CART service, and that these residents have been advised that the Town will be changing their system of providing van service. He went on to explain that he had confirmed with the Town's insurance provider that there is no real coverage for the drivers unless they are employees; and suggested that the Town advertise for drivers to be paid minimum wage. Discussion ensued as to the possible expansion of the service with paid drivers, that candidates would be subject to background checks, that there is funding in the budget, and liability to the Town is nominal.

It was the consensus of the Board that Mr. Sullivan proceed to advertise for drivers as discussed.

*Mr. Sullivan* noted that annual appointments are coming due, and will be advertised for this week; with letters of interest to be due in May.

*Mr. Sullivan* noted that although last week the Board had approved the leasing of the Life Packs for the Fire Department, Town Counsel had advised that the following motion was required to be in the official record for same: "*To authorize entering into a lease/purchase agreement for the acquisition of two (2) Life Pack defibrillators for the fire department from Physio-Control, Inc. with the lease financed by US Bank Equipment Finance in the amount of \$77,818.10 for three (3) years without interest, and to further authorize the Assistant Town Administrator to execute the contract documents.*"

Mr. McLeod moved and Mr. Hohenberger seconded accordingly. Passed 4-0.

*Mr. Sullivan* advised that on April 8<sup>th</sup> a representative from Senator Shaheen's office would be present, and that the Board may wish to consider bringing up at that time any concerns they may have regarding proposed Congressional legislation which could eliminate the tax exempt status of municipal bonds.

*Mr. Sullivan* advised that. in response to the Town Meeting approval to sell parcel 14-B-2101, one interested party had contacted him. He also noted that he had been contacted by the Windham Jaguar Boosters club regarding possible use of a portion of the property for a bulletin board, and that he had advised them that the Board of Selectmen does not have the authority to subdivide the property. Discussion ensued that this reserving of an easement for this purpose can be made a condition of the sale, and that the Boosters were advised to talk with Community Development about the design.

*The Board* reviewed the draft Maintenance Foreman job description; clarifying that this position involved no supervisory duties. Mr. McLeod noted two small typographical errors, and Mrs. DiFruscia sought clarification as to whether there was any union issue related to this position. Mr. Sullivan advised that the only issue would be if the Board of Selectmen wanted to keep the position out of the collective bargaining unit, which was not the intent.

After brief discussion, Mr. Hohenberger moved and Mr. McLeod seconded to approve the Maintenance Foreman job description as amended to correct the typographical errors. Further discussion ensued regarding the wage scale for this position, before the motion passed 4-0 as stated.

Mrs. DiFruscia then moved and Mr. Hohenberger seconded to establish this position at Grade 9; transitional to Grade 10 in 2014. Passed 4-0.

*Mr. Bob Coole* approached relative to the vacant Trustee of the Trust Fund position, which the successful write-in candidate had declined to accept. Mr. Sullivan replied that the Board must fill this position via appointment, and it will be advertised accordingly for appointment until the next election.

*Mr. Sullivan* advised that the Planning Board has recommended that Mr. Mark Samsel be moved from an Alternate to Regular liaison to the Southern NH Planning Commission for a term of three years. Mr. McLeod moved and Mr. Hohenberger seconded to appoint Mr. Samsel accordingly. Passed 4-0.

**NON-PUBLIC SESSION:** Mr. Hohenberger moved and Mr. McLeod seconded to enter into nonpublic session in accordance with RSA 91-A:3 II a and b. Roll call vote all "yes". The topic of discussion was personnel and the Board, Mr. Sullivan and Ms. Devlin were in attendance in all sessions.

The Board discussed an employee review/probationary period. Mr. Hohenberger moved and Mrs. DiFruscia seconded to remove Mrs. Patricia Kovolyan from probationary status. Passed 4-0.

The Board discussed the newly adopted Maintenance Foreman position. Mrs. DiFruscia moved and Mr. Hohenberger seconded to promote Mr. Jeff Galle to Maintenance Foreman. Passed 4-0.

The Board discussed a personnel matter relative to compensation for the Highway Agent's assuming oversight of the Maintenance Department. Mrs. DiFruscia moved and Mr. McLeod seconded to implement the stipend as previously discussed. Passed 4-0.

Mr. McLeod moved and Mrs. DiFruscia seconded to adjourn. Passed 4-0.

Meeting adjourned at 9:25 PM.

Respectfully submitted,

Wendi Devlin, Administrative Assistant

*NOTE: These minutes are prepared in draft form and have not been submitted to the Board for approval.*

# Summary Review of the Project

Information Technology Presentation

Phase 1 / Implementation of Warrant Article 8

- [The Servers](#)
- [Backup/Security](#)
- [Management](#)
- [Foundational](#)

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# Project Cost (in Thousands)

- Server/OS/VMware 24.9
- Network Storage incl above
- Anti-Virus 3.0 (2k annual fee)
- Backup/Recovery 6.0 (1.5k annually)
- Management Tools 1.35\* (3.2k Annually)
- Training/Installation 8.0
  
- Total 43.0

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# Second Phase

- Determine available funds.
- Propose methods to purchase workstations.
- Prepare 2014-2016 Budget Outlook/Plan

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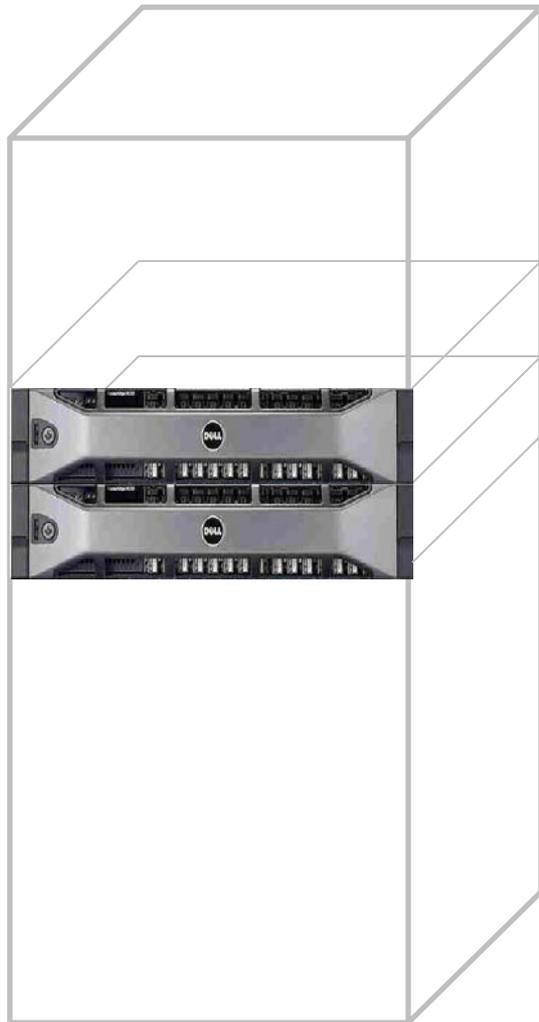
# The Servers

Hi-Performance, Rack Mount Mid Level Configuration,



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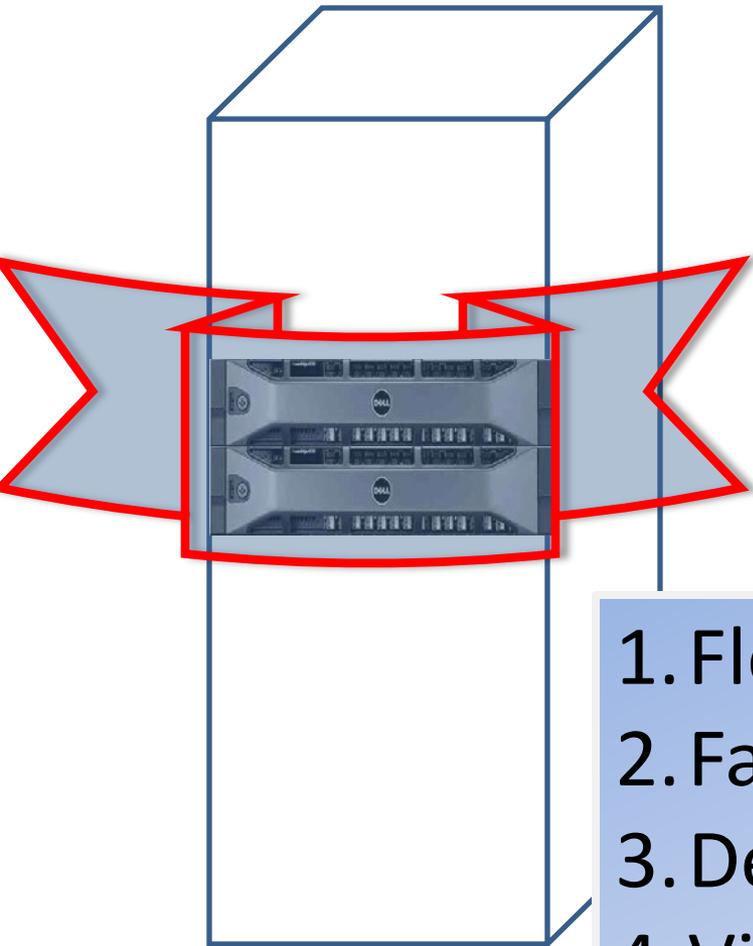


## DELL R-Series Servers

1. 64gb Memory
2. 1TB+ total storage
3. 2012 Server OS 2012
4. Raid 5
5. Cross Backup Redundancy
6. 3-4 Virtual Servers
7. Redundant Architecture

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## AppAssure

1. Flexible Recovery
2. Fast, Small, Large-scale Recovery
3. Deduplicate Efficiency
4. Virtual or Physical
5. Cross Backup Redundancy

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## Enterprise Anti Virus – [Symantec Enterprise Anti-Virus](#)

### Central Distribution of Updates

Goes beyond scanning incoming Emails to monitoring points of entry, Downloads, web sites, drives, attachments, etc...

Locked against user tampering or adjustment.

### MDaemon Email Management/Archiving

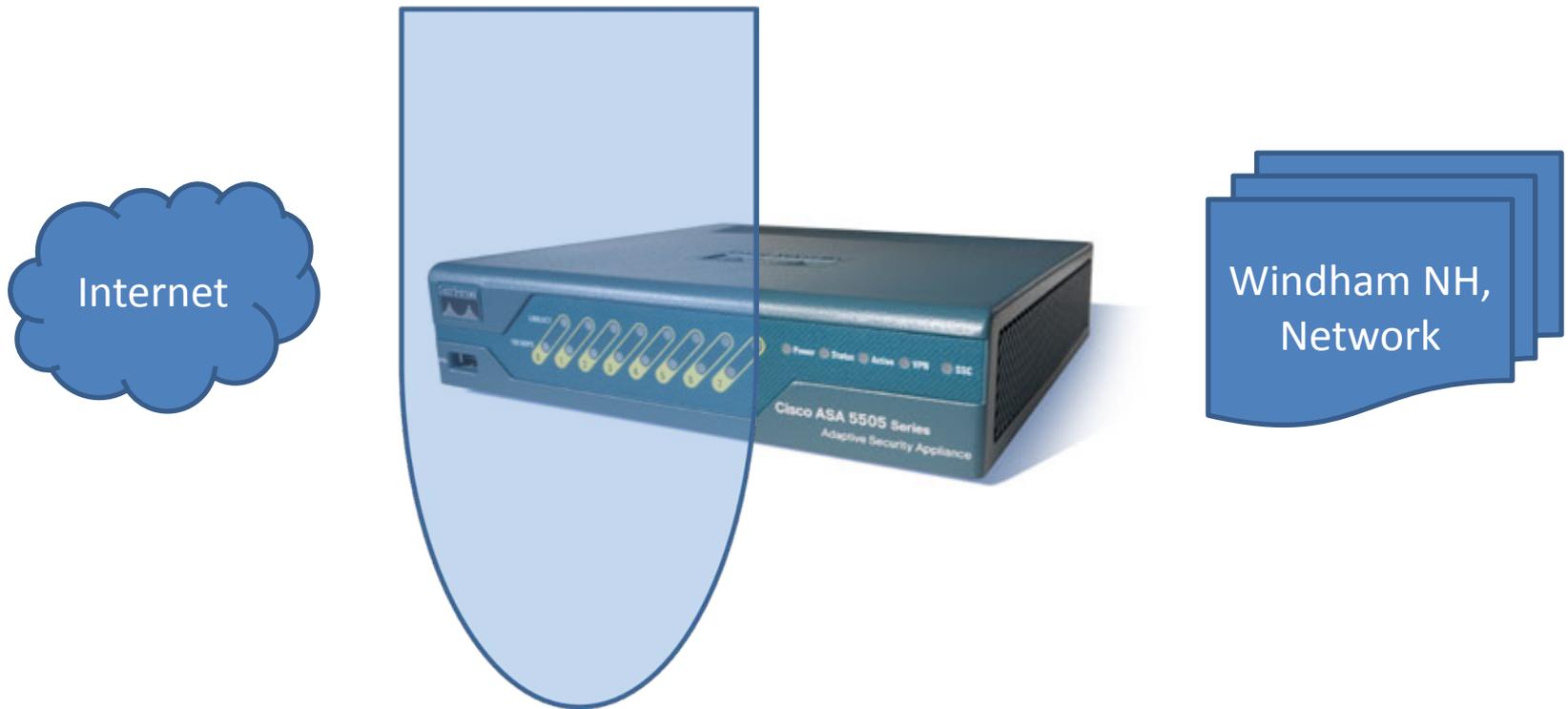
- Feature Rich Application [Mdaemon](#)
- Archiving
- Internal Messages “stay” internal, secure.
- Built in Anti-Virus Solution as the first line of defense.
- Intelligent Spam Filter

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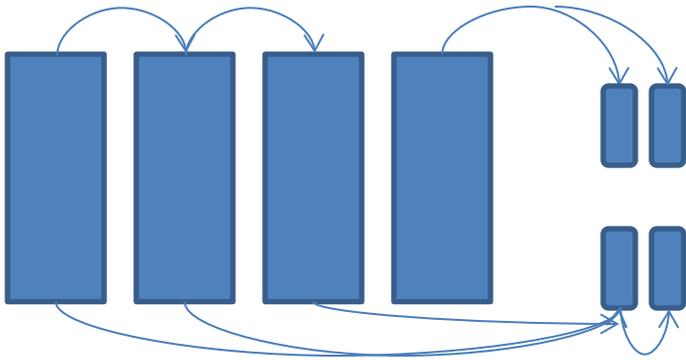
# Cisco ASA 5500 Series Next Generation Firewall

- Robust Web Security
- Industry Standard
- Intrusion Security
- Proactive, near-real-time protection against Internet threats



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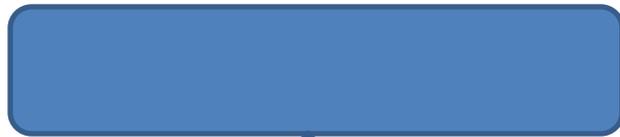
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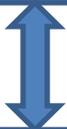
## Current Environment

Simple transfer back up, nightly, weekly and monthly, At any given time there is at least two copies of critical data, restrictions on data space limit what is backed up. Recover from server failure at least 1 week.

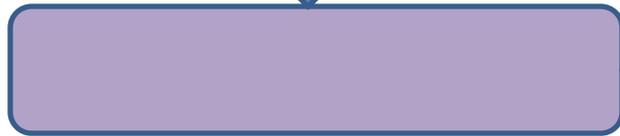
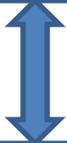
## Proposed Configuration: Two new servers, and a NAS.



Storage Capacity combined with an +80% efficient backup solution means 100% data backup. 1 server fails, controlled, limited downtime.



Redundant Network Connections, UPS, Onsite Generator.



The current plan will include the Library server under this umbrella.



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# Systems Management

We have several buildings in an area separated by 111, Automating the most common tasks is key to maintaining and increasing department efficiencies.

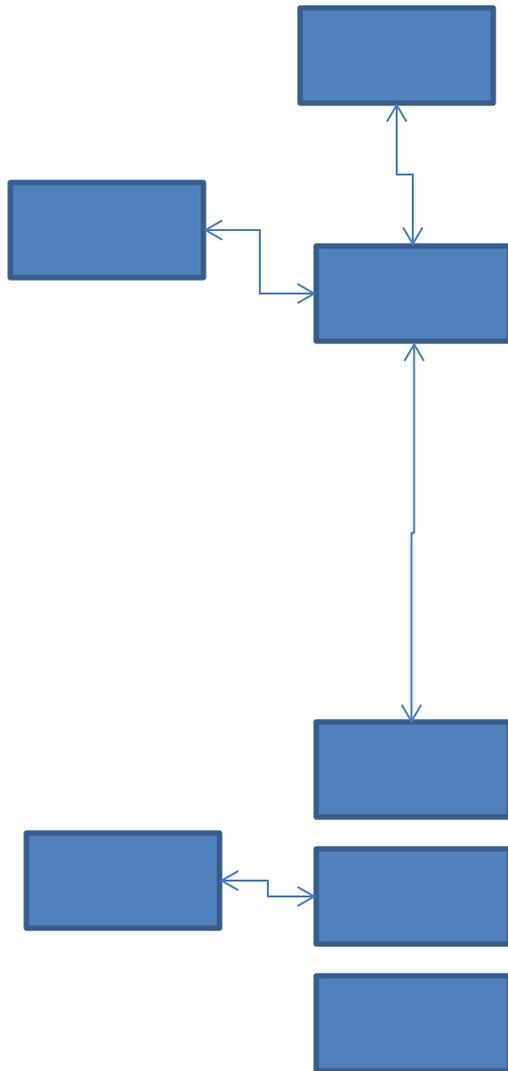
“when IT is spread thin...”

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## “Centralized” Management /Reporting



1. User Management
2. Hardware Inventory
3. Software Inventory
4. Centralized Distribution
5. Customized Alerts
6. Reporting Tools
7. Security Audit/Enforcement
8. Remote Access w/o Disruption
9. Mobile Remote Access

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# LogMeIn Central Professional Edition

## Key Features

- **HD Remote Control** – Control your desktops over the web in HD.
- **User Management** – Manage user access and permissions.
- **Windows Updates** – Easily keep Windows up-to-date and secure.
- **Anti-Virus Management** - Manage and monitor anti-virus software across all your computers at once.
- **One2Many** – Automate maintenance across multiple computers simultaneously.
- **Alerting and Monitoring** – Get in-depth information and actionable insight.
- **Reporting**: Customize reports across all of your computers and Internet-connected devices.
- **Deployment** – Deploy LogMeIn host software over the web.
- **Background Access** - Log in without disrupting users.

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← → ↻ <https://secure.logmein.com/Central/>

LogMeIn Central

### Host Properties

General Settings Anti-virus Updates Subscription Desktop Shortcut **Computer Inventory** Users

AV Win7 AVG

#### Choose Inventory View

Select Date

Single Date Snapshot Date:  

Compare Snapshots by Date

History

Select Inventory Category



- Home
- Deployment
- Users
- One2Many ▶
- Updates ▶
- Reports ▶
- Alerts ▶
- Configuration ▶
- Networks ▶
- Backup ▼
  - My Computers
  - Deployment

Inventory of Hardware and Software

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LogMeIn Central

### Host Properties

General Settings **Anti-virus** Updates Subscription Desktop Shortcut Computer Inventory Users

Main computer

 **Immediate action required!**

Virus definition is out of date by more than 24 hours.  
Update virus definition. Click "Update now" below or update on the host.

AV software name:	avast! Antivirus, 4.8.1368
Virus definition up-to-date:	No <a href="#" style="float: right;">Update now</a>
Virus definition version:	120615-0
Virus definition time:	Jun 15 2012 2:00 AM
Real-time Protection:	On
Last full scan time:	Unknown <a href="#" style="float: right;">View full scan log</a>

Manage and Monitor Anti-Virus Status across the network

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LogMeIn Central john@email.com

### Updates > Manage

Computer	OS	Subscription	Status	Auto Action	
_1_NL Workstations 0 of 5 computers selected.					
<input type="checkbox"/>	Dutch - XPSP3 - Desktop	Windows XP	Pro	Online	Notify before install
<input type="checkbox"/>	English - XP Pro - HW	Windows XP	Pro	Online	Notify before install
<input type="checkbox"/>	English - XP Pro SP3 - Workstation	Windows XP	Pro	Online	Notify before install
<input type="checkbox"/>	French - XP SP2 - Workstation	Windows XP	Pro	Online	Notify before install
<input type="checkbox"/>	Spanish - XP SP3 - Workstation	Windows XP	Pro	Online	Notify before install
_2_UK Workstations 0 of 5 computers selected.					
<input type="checkbox"/>	UK-VISTA-GERMAN	Windows Vista	Pro	Online	Install automaticall
<input type="checkbox"/>	UK-WIN7-English	Windows 7	Pro	Online	Install automaticall
<input type="checkbox"/>	UK-WIN7-Italian	Windows XP	Pro	Online	Install automaticall

Manage Windows Updates on all systems.

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# Foundation

- Connect Server Room to Main Utility Room with Fiber Optics
- Complete upgrades to Fiber Optic Connections (100 to 1000, Intelligent Switches)
- Extend Wireless to Town Hall, Planning Office, Bartley House

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