



*DRAFT _TABLED ON 03-08-19/NEVER APPROVED

Board of Selectmen Town of Gilmanton, New Hampshire

6 Meeting

7 February 25, 2019

8 **6:02pm.** – Gilmanton Academy

9

10 **Present:** Chairman Stephen McWhinnie, Selectman Marshall Bishop, Town Administrator
11 Patrick Bore' and Assistant Town Administrator Heather Carpenter

12 Also present please see attached sign in sheet.

13 Absent with notice: Selectman Michael Wilson

14 **6:02pm** Chairman McWhinnie opened the meeting, took attendance of those present and voting
15 (Chairman McWhinnie and Selectman Bishop) and led the Pledge of Allegiance.

16

17 **Approval of Minutes –**

18 Assistant Town Administrator- Amendments for the following minutes are as follows;

19 ➤ 01-14-19- Amendments are listed on the last page of the minutes, so in the case that the
20 previous draft had gone out to the public, they will be able to follow the changes.

21 ➤ 01-28-19- These minutes had been tabled a couple of times, amendments will be included
22 on the last page of the minutes.

23 ➤ 02-04-19- Amendments- the change was to a header; correct date needs to be written.

24 ➤ 02-11-19- Approved as is.

25 **MOTION:** On a Motion by Chairman McWhinnie and seconded by Selectman Bishop it was
26 voted unanimously to approve the minutes as stated with the amendments of 01-14-19, 01-28-19,
27 02-04-19, and 02-11-19.

28 (2-0 Voice Vote – Chairman McWhinnie-yes and Selectman Bishop – yes).

29 **Number lines stated in the meeting were changed due to a margin change within the approved*
30 *copy.*

31 **Consent Agenda/Signature File**

32 **MOTION:** On a Motion by Chairman McWhinnie and seconded by Selectman Bishop it voted
33 unanimously to open the consent agenda for discussion. (2-0 Voice Vote – Chairman
34 McWhinnie-yes and Selectman Bishop – yes).

35 • Greenland's Outdoor Power Equipment: \$1,598

36 • Nutter Enterprises: \$3,178.33

37 • La Clair Electric: \$1,620

38 • Donahue, Tucker & Ciandella, PLLC- "DTC": Representation for the Town of
39 Gilmanton in the case of PSNH/Eversource v. the Town for Tax Years 2014-2016

40 • Ballot Inspector: Appointment for Mr. Terry Melle

41 • Pro-Tem: Appointment for Mr. Caleb Price for the upcoming election in March

42

43 **MOTION:** On a Motion by Chairman McWhinnie and seconded by Selectman Bishop it was
44 voted to approve the consent agenda. (2-0 Voice Vote – Chairman McWhinnie-yes and
45 Selectman Bishop – yes).

46

Old Business

- Town website update- The Town Administrator presents the mock-up of the new website design; the live use date should be sometime between April/May.
- Primex claims update-Currently two open claims with them;
Engine 9E3-
Guardrail off of Stage Rd.- Waiting for the weather to get better before they can install.
Town Administrator-It has taken a little bit longer than expected to get the reimbursement, due to the invoice that we received wasn't the same number as the appraiser's number. The same thing happened with the guardrail, the appraiser number was different. In both cases we are getting reimbursed by Primex, less the deductible for the fire truck. The guardrail is purely recovery from the insurance company. Once both the amounts are received, the amounts will be brought forward to the Board to be recognized, so Finance can properly address the funds.

New Business

- Town Report update- The annual reports should be available to the public by Monday, March 4th, the Assistant Town Administrator will be picking them up on March 1st. *A print copy is available to be viewed by the public at the Selectmen's Office as of today.*
- CCS contract-
Town Administrator-The Town has used the service of CCS approximately since early 2000. Research of surrounding Towns and the vendors that those towns use is varied but each town is happy with the vendor that they utilize.
The recommendation is to stay with the status quo contract and to put it out as an RFP in the Fall.

Select Board Items

N/A

The Chairman thanked the public for coming to the meeting and called for a non-public session. A member of the public asked if there would be anything additional taking place in a public session, the Chairman stated not to his knowledge.
The Town Administrator would like to clarify, the Board will have to go back into public session if they wish to seal the minutes of the non-public session and that would be a reason to go back into a public session.

(1) Non-Public Session per RSA 91-A:3, II (c)

MOTION: On a Motion by Chairman McWhinnie and seconded by Selectmen Bishop it was voted unanimously to go into Non-Public Session per RSA 91-A:3, II (c). (2-0 Voice Vote – Chairman McWhinnie– yes and Selectman Bishop– yes).

Reputation

MOTION: On a Motion by Chairman McWhinnie and seconded by Selectmen Bishop it was voted unanimously to come out of Non-Public Session. (2-0 Voice Vote – Chairman McWhinnie -yes and Selectman Bishop – yes).

MOTION: On a Motion by Chairman McWhinnie, and seconded by Selectman Bishop it was voted unanimously to seal the minutes of Non-Public Session. (2-0 Voice Vote – Chairman McWhinnie-yes and Selectman Bishop – yes).

MOTION: On a Motion by Chairman McWhinnie and seconded by Selectmen Bishop it was voted unanimously to take a ten (10) minute recess. (2-0 Voice Vote – Chairman McWhinnie - yes, and Selectman Bishop – yes).

(2) Non-Public Session per RSA 91-A:3, II (I)

MOTION: On a Motion by Chairman McWhinnie and seconded by Selectmen Bishop it was voted unanimously to go into Non-Public Session per RSA 91-A:3, II (I). (2-0 Voice Vote – Chairman McWhinnie-yes and Selectman Bishop – yes).

Legal

MOTION: On a Motion by Chairman McWhinnie, and seconded by Selectmen Bishop it was voted unanimously to come out of Non-Public Session. (2-0 Voice Vote – Chairman McWhinnie-yes and Selectman Bishop – yes).

(3) Non-Public Session per RSA 91-A:3, II (I)

MOTION: On a Motion by Chairman McWhinnie and seconded by Selectmen Bishop it was voted unanimously to go into Non-Public Session per RSA 91-A:3, II (I). (2-0 Voice Vote – Chairman McWhinnie– yes and Selectman Bishop– yes).

Legal

MOTION: On a Motion by Chairman McWhinnie and seconded by Selectmen Bishop it was voted unanimously to come out of Non-Public Session. (2-0 Voice Vote – Chairman McWhinnie -yes and Selectman Bishop – yes).

MOTION: On a Motion by Chairman McWhinnie and seconded by Selectmen Bishop it was voted unanimously to seal the minutes of Non-Public Session. (2-0 Voice Vote – Chairman McWhinnie-yes and Selectman Bishop – yes).

The meeting room was opened to the public. The Board noted the Non-Public Session minutes were sealed.

Adjournment: On a Motion by Chairman McWhinnie and seconded by Selectmen Bishop it was voted unanimously to adjourn at 7:33 p.m. (2-0).

Respectfully Submitted,

Heather Carpenter
Assistant Town Administrator

Approved by the Board of Selectmen

Chairman Stephen P. McWhinnie

Selectman Marshall E. Bishop

Absent with notice

Selectman Michael J. Wilson

143 {Audio recordings are available at the Selectmen's Office and for free as a link on the Town website through
144 SoundCloud}

DRAFT

IT SUPPORT SERVICES

Presented by Patrick Boré, Town Administrator

Board of Selectmen Meeting

February, 25, 2019

IT SUPPORT SERVICES

- Current situation:
 - Certified Computer Solutions (C.C.S.) out of Tilton
 - Vendor since early 2000's
 - Year-to-year relationship
 - Provides general IT support (annual fee)
 - Separate charges for anything else, including
 - Hardware/software maintenance/repair/upgrade/replacement as needed
 - Server replacement every 5 years (next is due in 2020)
 - Workstation replacement every 5 years

IT SUPPORT SERVICES

- Current situation:
 - Town Hall (1 server, 1 virtual server, 15 workstations)
 - Highway (2 workstations)
 - Transfer Station (1 workstation)
 - Police Department (1 server, 9 workstations, 5 mobile units)
 - Fire Department (1 server, 4 workstations)

IT SUPPORT SERVICES

	2014	2015	2016	2017	2018	2019 Budget
Total spend	\$34,629	\$62,474	\$41,760	\$32,118	\$39,131	\$35,340*

- Includes:

- Fire Dept : \$5,370
- Police Dept: \$ 9,120
- Exec. Office: \$17,905
- Highway: \$ 2,595
- Transfer Station: \$ 350

\$20,850 aggregate



- CR Fund: \$2,999 balance at end of 2018
- 2019 warrant article to add \$5,000

IT SUPPORT SERVICES

- Going Forward:
 - Annual support fees already paid in full for:
 - Fire Dept = \$5,370
 - Police Dept = \$9,120
 - No replacement/upgrade budgeted for
- Proposals from CCS for other Departments together (Exec. Office, Highway, Transfer Station, TC/TX)
 - Annual Standard service contract (status quo)
 - 3-year
 - 5-year

IT SUPPORT SERVICES

C.C.S. COST ANALYSIS - STANDARD CONTRACT VERSUS TOTAL CARE

Services needed	Estimate #	Estimated cost \$	OPTION 1 Standard Service contract	Estimated 2019 total costs under OPTION 1	OPTION 2 3-year Total Care contract	OPTION 3 5-year Total Care contract
Town Hall Annual services for: 1 physical server, 1 virtual server, 12 workstations, 2 laptops, incl. backups & emails and copier interface	8853	12,090	included	12,090	included	included
Highway Annual services (2 workstations)	8847	750	included	750	included	included
Transfer Station Annual services (1 workstation)	8849	375	included	375	included	included
Server replacement (every 5 years)	Due in 2020	10,000	N.A. for 2019	0	included	included
Workstation replacement (3)	8843	\$1,845/unit		3,690	3 replacements/year included	3 replacements/year included
Workstation rework	8844?	330			included	included
Splashtop Remote access accounts (4- Finance, TA, ATA, Contracted Ass.)		\$100/account		400	annual license included	annual license included
Firewall security package	8839	440		440	annual renewal included	annual renewal included
New State-compliant router installation (DMV)	8940?	955		955	included	included
Office 365 conversion	8841	2,150		2,150	included	included
Parts		1,000			included	included
Annual Total			13,215	20,850	24,744	22,995

IT SUPPORT SERVICES

- What do other Towns do:
 - Very few have multi-year contracts
 - Various vendors being used
 - All very satisfied
 - Long relationship, cumbersome to switch
 - Switch occurs based on RFPs, move to lower bidder

IT SUPPORT SERVICES

- Recommendations:
 1. Renew annual standard service contract for Town, Highway, Transfer Station
 2. Issue RFP by year-end 2019
 1. Include server replacement as specific bid part
 2. Request plan/resources for transition
 3. Unless a definite \$ benefit, remain on annual basis

BACKUP SLIDES

IT SUPPORT SERVICES

Cost comparison-Standard Contract vs. Total Care						
Town of Gilmanton Fire Dept						
Services needed	Cost	Estimate Number	Standard service contract	3 year Total Care contract	5 year Total Care contract	
Annual services for server & workstations	\$ 5,370.00	8845	✓	✓	✓	
Server replacement	\$ 6,535.00	8484		✓	✓	
Workstation replacements (1)	\$ 1,945.00	8484		✓	✓	
Remote Access account (1)	\$ 99.95	8846		1 replacements annually	1 replacements annually	
Parts estimated	\$ 500.00			✓	✓	
Annual Total	\$ 14,449.95		\$ 5,370.00	\$ 9,755.00	\$ 8,820.00	

IT SUPPORT SERVICES

Cost comparison-Standard Contract vs. Total Care					
Town of Gilmanton Police Dept					
Services needed	Cost	Estimate Number	OPTION 1 Standard service contract	OPTION 2 3 year Total Care contract	OPTION 3 5 year Total Care contract
Annual services for server & workstations, incl backups	\$ 9,120.00	8819	✓	✓	✓
Server replacement	\$ 10,000.00	Due in 2020		✓	✓
Workstation replacements (2)	\$ 3,690.00	8482/8820		✓	✓
Workstation reworks	\$ 330.00			2 replacements annually**	2 replacements annually**
New router installation	\$ 715.00	8821		As needed	As needed
Parts estimated	\$ 750.00			✓	✓
Annual Total	\$ 24,605.00		\$ 9,120.00	\$ 16,770.00	\$ 15,345.00

**DOES NOT include replacements for Mobile Units as the PD typically purchases them through another vendor. Can add on request.

IT SUPPORT SERVICES

WHO DO OTHER TOWNS USE?

Town/organization name	name of vendor used	used for how many years	multi-year contract in place	satisfied with services rendered
Lee	BackBay Networks (Dover)	7 years	no contract	very satisfied
Holderness	CCS (Tilton)	as long as I can remember	no contract	for the most part. Most cost effective compared to other vendors
Auburn	A.N.S. Networking (New Durham)	approx. 10 years	no contract. Annual pricing secured on annual basis. Cost of 12-month contract, auto-renewal. Reciprocal 30-day opt-out.	extremely satisfied
Barrington	Rockport (Salem)	was selected from RFP last summer (used Seacoast	?	Too early to tell for Rockport. Satisfied with Seacoast before
Thornton	Tom Sawyer of Lakes Region Computer	2 years	?	extremely helpful. Respond quickly. Very reasonably priced
Atkinson	Block 5 Technologies	since March 2018	2-year with option to extend	very happy. Would take a significant price difference to switch
Alton	Town employee. \$32hrs/week. Moving to 40	since 2013	no	yes
Belknap County	Mainstay Technologies (Laconia)	many years	?	very satisfied
New Durham	ANS Networking	just started	?	very pleased with the transition and service so far
Rumney	CCS (Tilton)	several years	yes, starting this year (#years?)	very happy
Gilford	Mainstay Technologies (Belmont)	since Jan. 2017	3-year. Reciprocal 90-day opt out (copy of contract provided)	Like working with them. They are pros but do not come cheap
Fremont	Daystar	approx. 7 years	not really, but cumbersome to change	yes
Ashland	CCS (Tilton)	?	year-to-year contract	quite satisfied, very responsive



SELECTMEN'S OFFICE

TOWN OF GILMANTON

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ATTENDANCE SIGN-IN

PRINT NAME

SIGNATURE & DATE

02-25-19

Sandra Guarino

DAN GUARINO

Joseph Staggse H01mail.com

Feb 25, 2019

2/25/19

Joe Haan 25 Feb 19, Mon.