

North Berwick Board of Selectmen Minutes July 7, 2015

NORTH BERWICK BOARD OF SELECTMEN MINUTES JULY 7, 2015

Present: Selectman Cowan, Selectman Folsom, Selectman Hall, Selectman Johnson, Jr.

Absent: Chairman Galemmo

Also Present: Dwayne Morin

Vice Chairman Cowan will be acting Chairman for tonight's meeting.

Acting Chairman Cowan called the meeting to order at 6:30 pm.

1. Pledge of Allegiance

2. Review and Approve Minutes of June 16, 2015

Dwayne Morin stated that he had corrected the place in the minutes that was marked with a "?". Under the New Business section for GWRLT, the last sentence in the first paragraph read, "Minot B. Sewell (?) Foundation". He changed it to "Sewall Foundation". Acting Chairman Cowan also wanted to change something in this paragraph. In the fourth sentence, she stated that the word "than" should be "then".

Dwayne also stated that he made a change under the Unfinished Business section for Roads, the third paragraph's sentence was changed. It originally read, "Hannaford is scheduled for Monday evening to do the water line hookup.". It should read, "Hannaford is scheduled for Monday evening to install the water line hookup.".

Selectman Folsom motioned to accept the minutes of June 16, 2015 as amended. Selectman Hall seconded the motion. VOTE: 4-0

3. Public Input

There was no public comment at this time.

4. Unfinished Business:

A. Canoe Launch: Update

Dwayne stated that the canoe launch park is all done. He showed them pictures of what the dock and the park area looks like. He stated that they had no problems with installing the dock system and is very pleased with how it came out. Selectman Johnson, Jr. asked if it will float up level if the water rises. Dwayne stated that it will never float up level unless downtown floods. He stated that the water would need to come up about 4 feet or higher for it to get level. He said they purposely picked a spot so it would slant. He stated that it will go up and down as the river rises and falls. He said that the dock itself is actually 3 docks put together and they can each support about 1,500 pounds apiece. The ramp at the end of the dock is a float as well. It is all put together as one piece so it can go up and down with the water level. It is all hinged and pinned together and is very easy to put together and take apart. The dock itself is cabled back to the banking. Acting Chairman Cowan asked Dwayne if he had had any feedback about the park. Dwayne said that the neighbors are very happy with it. He has been on vacation so he has not heard from anyone else.

Dwayne stated that when all was said and done, we stayed within budget. We had \$38,000 in budget and spent \$35,144.93. Acting Chairman Cowan asked what would be done with the extra funds that were not used. Dwayne said that he would recommend that they would hold on to this money in case something would come up that we would need to buy in the future for the canoe launch. He said that they may find that they need to buy something when they go to winterize the dock. Dwayne stated that one thing that they thought that they might want to get is a winch so we could just hook it up to it and pull it up. He would recommend keeping the extra funds in this account at least for this year. If they don't see a need to keep it in there after that, it can just be rolled back into the budget.

B. Roads: Update of Spring Road Projects

Dwayne stated that they finished paving Hartford Lane, Fox Farm Hill Road and Linscott Road. They are now in the process of putting the shoulders on them. He stated that the roads came out pretty good and what was even better is that it came in on budget. We thought that we were going to be \$25,000 over budget this year and we actually raised \$25,000 to cover the overage at Town Meeting. Right now it looks like it is only going to be about \$15,000. Selectman Johnson, Jr. asked if these roads get striped. Dwayne said that they did not. They only do the main roads like Lebanon Road, Valley Road, Governor Goodwin Road, Main Street, Lower Main Street and Morrells Mills Road. He said that they should be done striping these by the end of the week.

Dwayne said that we would be starting on Dyer Street and Lower Main Street next week. It will be a 3-4 week project. The goal is to pave these roads at the end of August or beginning of September. He has spoken to Hussey and they are going to divert their people to go out the other

way. They will close the gate and make them go out on Railroad Avenue. We are actually using their yard as a staging area. All of our granite has been delivered and is there now. Dwayne stated that they would like to get all of their paving jobs lined up so they can do them at the same time.

C. Mill Field: Bench Plaques

Dwayne said that the plaques are done and he will pick them up sometime this week. Gregg Drew said that he will have them installed before the Mill Field Festival.

D. Hannaford: Request for Community Project Funding

Dwayne said that he has heard back from Hannaford regarding the projects that were submitted for them to fund. He has received a verbal confirmation of what they will fund and will send a letter to formalize it. They have agreed to fund the Fire Department's dual radio system and the flags for the Mill Field Festival. They are giving \$4,000 for the radios and \$5,000 for the flags. They will be having a Dignitary Night prior to the store opening and the Selectmen will be invited to this. They will present the checks to the Selectmen for these projects on this night. Dwayne stated that they typically do the Dignitary Night the night before their soft opening. He should know within the next week or so when this ceremony will take place.

Dwayne showed the Selectmen a picture of what the flags will look like. It will have "Welcome to North Berwick" written on them. The flags are similar to the holiday signs that we purchased last year. They will be double-sided signs. The company gave a sample of a flag on a white field and one on a blue field and the Board all agreed that the ones with the blue field look better. Dwayne stated that when they take the American flags down after the 4th of July they could put these flags up. They would leave them up until Labor Day and then put up the American flags again. He stated that the cost right now was \$4,775 and does not including shipping. He stated that these flags would be stored independently from the other flags.

Dwayne stated that Hannaford did not want to fund the fireworks for the Mill Field Festival. They did not feel comfortable with this for liability reasons.

Reminders: Next Board of Selectmen's Meeting – July 21, 2015 – 6:30 pm Municipal Building

5. New Business:

A. Personnel Policy: Proposed Changes for FY16

Dwayne stated that about a month or so ago, he proposed four changes to the personnel policy. The changes went to the employees on June 3rd. Dwayne stated that under our personnel policy, we have to give the employees a 14 day time frame to allow them to make any comments on the changes. He said that all of the comments he has received have been positive. Some of the employees asked if they were going to get 4th of July paid for, but Dwayne told them that the policy would not be approved until after the 4th. Dwayne did say that the Board could make it

retroactive if they wanted to. Selectman Hall asked how much it would cost if we would make it retroactive. Dwayne said that it would be less than \$1,000. The Board members all felt that they should make it retroactive.

Dwayne stated that the first change has to do with the benefits for the Code Enforcement Officer position. The position has been made a full time position again so we are removing the part-time clause under 6.1, Eligibility for benefits. Under 6.2 Vacation, we are adding the practical experience for new hires clause. This allows the Selectmen to give someone different vacation than what is our regular vacation schedule if they have bonafide years of experience for the job they are being hired for. We cannot give them more than 3 weeks until they meet the 12 year threshold. We are also allowing part time employees who work a regular schedule and have been employed for more than 2 years to receive 1 week vacation consistent to their average hours worked. The last change is under 6.3 Holidays to allow part time employees who are regularly scheduled to work on a recognized Holiday to receive holiday pay for their regularly scheduled hours.

Selectman Folsom motioned to adopt the proposed changes to the personnel policy as stated above. Selectman Hall seconded the motion. VOTE: 4-0

Selectman Folsom motioned to make the changes retroactive to July 1, 2015. Selectman Hall seconded the motion. VOTE: 4-0

B. Supplemental: Review Supplemental Assessment FY15

Dwayne stated that during the year, we have supplementals which are additional taxes that we assess on people's property or abatements which is when we over assess or make a mistake in computing the taxes. Tonight he has a supplemental assessment which is due to a tree growth error. He said that when they did were updating their tree growth plan, they found that they had only removed 2 acres of land in their tree growth plan for their home. They are located in the Farm and Forest zone so they actually need to remove 4 acres. We had to withdraw 2 acres from their tree growth assessment which generated a supplemental tax assessment of \$506.80. He stated that the paperwork that Craig Skelton prepared as well as the tree growth penalty calculation form is included in their packet. Dwayne stated that the property was put into the tree growth program in 1995 and they have to update the program every 10 years. It was during this process of updating their program that they found the error. He stated that they have now separated the home from the tree growth property. The property owner has a total of 43 acres but he has now separated the tree growth property from the home property.

Selectman Folsom motioned to accept the supplemental tax assessment #1 for Account #1178 for the amount of \$506.80. Selectman Johnson, Jr. seconded the motion. VOTE: 4-0

C. Cyber Insurance: Acceptable Use Policy for Computers

Dwayne stated that as part of our group policy for our liability for our crime and our entire package, our insurance was going to offer cyber liability coverage to the town at no cost as long as we met their criteria. We submitted an application and they told him last week that we did not

meet their criteria. The only criteria that we did not meet is that we do not have an acceptable use policy for our computers. He stated that an acceptable use policy basically states what our employees can and can't do on our computers. They sent us two different examples of policies for us to look at. He merged the two policies to come up with one for us to use. Acting Chairman Cowan asked why we didn't have a policy. Dwayne stated that they had just never done it. He has not been overly concerned about it. He said that it is a good idea to have one because it spells out exactly what the employees are allowed to do on the computers. They will all have to sign a copy of the policy stating that they have read it and agree to it. He stated that one of the biggest things that he worries about is if somebody brings in a flash drive or other things and put it into our computer system and messes it up. Our computer system is managed daily now.

Dwayne stated that the first part of the policy is just the scope of the policy. It states what users have to expect if they are going to use computers within the Town of North Berwick. The second part goes into more detail. One of the parts is in regards to the personal use of equipment and internet. If the computers are used for personal use, there should be some guidelines for the personal use. Some of the guidelines are that the use cannot constitute a conflict of interest so it cannot be used for personal business that is for personal gain. They are to use it on their own personal time and not when they are working for us. No pornographic or offensive material can be used. Dwayne stated that he has it set up that if anybody tries to go onto one of these sites, he freezes the computer. We have monitoring software to track this. If somebody does try to go on one of these sites, he gets an email to let him know. Users cannot use an internet chat room or download anything that has not been approved. They cannot go into any illegal or unethical sites such as gambling or gaming sites. They cannot transmit or send any sensitive or proprietary information to anybody outside of our organization. They cannot download any unapproved software, computer viruses or codes. They cannot add any addition of hardware without approval. They cannot download software from outside systems or use externally provided software without first getting permission. Our web sites and web servers cannot be used for non-business related items. He stated that there is no quality control on the Internet so all information should be considered suspect until confirmed by another source.

The next section has to do with privacy and monitoring. This just lets employees know that we do monitor the system. The next section is in regards to e-mails. Dwayne stated that he knows that some of the employees will use the email for personal use but it can only be on a limited basis. The other issue with this if you use your personal email in the Town of North Berwick it becomes a public document and anybody can see it. It also cautions users to be careful when opening e-mails from unknown senders because they may contain viruses or other malware. Selectman Johnson, Jr. asked how many people use our computers and how many bring them home. Dwayne stated that there are about 50 people and only he and Richard Anderson bring computers home. Selectman Hall asked about employees using other devices such as cell phones or tablets. Dwayne said that it is fine as long as they don't put it on the computer network. He stated that we do not currently have wireless internet but he is currently working on getting this. He said that they are going to separate their wireless network from the Town network.

The next section is in regards to the storing and transferring of documents. Everything is stored on servers because all of our servers are backed up and protected. The last section is regarding

to passwords and physical security of equipment. Dwayne has access to all of the employee's passwords.

Dwayne stated that we have been doing a lot of these things already but now we will just have it in writing. We will now be able to take advantage of the cyber insurance.

Selectman Johnson, Jr. motioned to adopt the Computer Use Policy for the employees. Selectman Folsom seconded the motion. VOTE: 4-0

D. Police Department: Server Replacement

Dwayne stated that about 2 months ago, there was a concern with our server at dispatch. It wasn't acting properly and we thought that we might have to replace that server. They were able to repair that server and it is working fine. However, it is probably getting to the end of its life so we are going to have to plan the budget for that new server next year. We have also just been informed that the software for our server downstairs for our Police Department will no longer be serviced by our computer company effective 7/14/15. Unfortunately the new software that we need to get to keep ourselves compliant will not work on this server because it is not robust enough to handle it. We will need to buy a server as well as the software and migrate all of our data from the current server to the new server. Dwayne stated that the estimate he has is for \$3,229.57. The most expensive part is the migrating of all of the info at a cost of \$1,100. This will include a 3 year warranty. Acting Chairman Cowan asked how we would fund this and Dwayne said that they will need to use money from the emergency fund.

Selectman Folsom motioned to take \$3,500 from the emergency fund for the purchase of the server replacement and software. Selectman Johnson, Jr. seconded the motion. VOTE: 4-0

Selectman Hall asked how much was in the emergency fund and Dwayne said that there was \$40,000.

E. CEO: Resignation of Code Enforcement Officer

Dwayne stated that there is a letter from Patti McKenna, the new CEO. She is resigning her position effective July 24th. Dwayne stated that for the two weeks that she has been here, she has done a very good job. Selectman Johnson, Jr. asked where she lived and Dwayne said that she was from Buxton. Dwayne said that she stated that it was affecting her family life and it wasn't working out for her. She said that she feels very badly about it because she has never done anything like this before. She is actually going to give us about 4 weeks.

Dwayne stated that he contacted the person that was their second choice. He said that this applicant and Patti were neck and neck. Patti just had more experience so they went with her. The other applicant stated that he is still interested and both Dwayne and Selectman Hall will meet with him on Thursday night. Dwayne said that if this applicant does not take the position, than they will have to repost it.

Dwayne has also contacted the Town of Wells and they have agreed to provide us with a Code Enforcement Officer for a short time to do our plumbing permits, building permits and all of our inspections. Acting Chairman Cowan asked how we would fund this. Dwayne stated that we would strike a deal with them and it would come out of the Code Enforcement budget. Dwayne has also asked Larry Huntley to see if he would help and he is willing to come down for 3 days and train the new hire.

6. Other Business:

There is no other business at this time.

7. Review and Approve Warrants and Correspondence:

Warrant:	June 23, 2015	- \$ 40,242.27
Warrant:	June 30, 2015	- \$ 63,690.38
Warrant:	July 7, 2015	- \$ 0.00

Selectman Hall motioned to accept the Warrant of June 23, 2015 for the amount of \$40,242.27 and the Warrant of June 30, 2015 for the amount of \$63,690.38. Selectman Folsom seconded the motion. VOTE: 4-0

8. Adjournment:

Selectman Folsom motioned to adjourn the meeting at 8:06 pm. Selectman Johnson, Jr. seconded the motion. VOTE: 4-0

Respectively submitted,
Susan Niehoff, Stenographer

Original to Town Clerk

Chairman: Charles Galemmo

Selectman: Wendy Cowan

Selectman: Elaine Folsom

Selectman: Michael Johnson, Jr.

Selectman: Jonathan Hall