

**NEW DURHAM BOARD OF SELECTMEN**  
**New Durham Fire Department Community Room**  
**July 3, 2014, 11:00 a.m.**

**Present:**

Chairman David Swenson  
Selectman David Bickford  
Selectman Theresa Jarvis (joined at 12:18p.m.)

**Also Present:**

Jeremy Bourgeois, Town Administrator  
Jim Ladd, Videographer  
Gregory Anthes, Resident

**Call to Order**

Chair Swenson called the meeting to order at 11:10am.

**Review of the IT Policy**

Selectman Bickford stated he didn't feel the social media paragraph belongs in this policy but should be in the personnel policy as it is about what public servants do with public media outside. Chair Swenson agreed and wants it reviewed by legal counsel. He stated the only issue he sees with taking it out would be using social media on Town time and that would be what this statement would be addressing.

Chair Swenson suggested adding definitions of the web coordinator and administrator.

Chair Swenson noted the changes previously shared by members of the Board of Selectmen were all included and completed. Selectman Bickford stated he feels a lot of this is overkill.

The changes and edits were reviewed and discussed. Chair Swenson stated he would like to wait on final approval of the policy until Selectman Jarvis is present.

**IT RFP**

Chair Swenson noted the RFP is quite complex and would like to try and simplify it while retaining information that is necessary. He stated it is well done but wants to make it more succinct. Selectman Bickford agreed and stated it is a good, thorough report. It was noted this was drafted by the IT Committee.

Chair Swenson clarified with Town Administrator Bourgeois that the Town is not responsible for the school IT, and asked if there would be a remote device installed at that location. It was discussed and determined the school was added to the network by Metrocast. Town Administrator Bourgeois stated the I-Net is set up but it not being used yet. Chair Swenson stated he wants to make sure it is clear that the Town does not provide any other services to the school, and the costs to the Town do not include services for the school.

Chair Swenson noted the IT Committee was given a sunset date as of June 30, 2014 and stated he was considering suggesting extending it until the end of the year at the next Board of Selectmen meeting.

Chair Swenson stated that to move forward with completing this document, there are three options, the first being to do an extension for the IT Committee and ask them to finalize the document; assign someone from the Board of Selectmen along with the Town Administrator and someone from the IT Committee; or just give it to the Town Administrator and have him fix it. It was discussed and agreed to have Town Administrator Bourgeois along with a member of the IT Committee work on it going forward. Chair Swenson stated he would like to have the document completed within the next seven to ten days and agreed to give Town Administrator Bourgeois authorization to send it out when complete.

**Chair Swenson made a motion to authorize Town Administrator Bourgeois to review and finalize the IT Request for Proposal, calling on IT resources as needed, members of the Board of Selectmen as needed and once complete, to send it to the appropriate IT service departments, following the Purchase Policy.** Selectman Bickford asked if this would be advertised in the local papers. Chair Swenson replied it would. **Selectman Bickford seconded the motion. Motion passed, 2-0.**

### **Other**

Chair Swenson stated that while the individual he is going to speak about was not a member of the BOS, Craig Ruel, was an alternate on the Planning Board. He made a lot of contributions to the Town and Chair Swenson stated that he passed away unexpectedly last week. Chair Swenson stated he drafted a letter of condolence to Craig's family and after reading it, asked the Board of Selectmen sign it.

### **End of Employment Payouts**

Selectman Bickford stated he has reviewed a Trustee of Trust funds sheet, noted that there is about \$29,000 in the account, and the amount needed is about \$9,500 for the Finance Officer and police officer. Selectman Bickford suggested going forward and taking it out of the expendable trust fund. Chair Swenson stated he is in favor of doing that. It was agreed to wait until the next Board of Selectmen meeting to make a motion.

### **Approval of Minutes**

Chair Swenson asked Town Administrator Bourgeois to look into finding a better way of transferring the audio recordings of the meetings to computer as an additional backup.

Selectman Jarvis joined the meeting at 12:18p.m.

Meeting of June 2, 2014, Public Sessions: Edits were made to the draft. **Selectman Bickford made a motion to approve the minutes as amended. Chair Swenson seconded the motion.** Selectman Jarvis abstained as she was not present for the entire review. **Motion passed, 2-0.**

Meeting of June 2, 2014, Non-Public Session: No edits were made. **Selectman Jarvis made a motion to approve the minutes as written. Selectman Bickford seconded the motion. Motion passed, 3-0.**

Meeting of June 9, 2014, Public Session: Edits were made to the draft. **Selectman Jarvis made a motion to approve the minutes as amended. Selectman Bickford seconded the motion. Motion passed, 3-0.**

**Additional Review of IT Policy**

Chair Swenson updated Selectman Jarvis as to the discussion and suggestions that took place prior to her arrival in the meeting.

Selectman Bickford questioned whether the social media policy was necessary and wants to make sure it is part of the personnel policy. Chair Swenson stated he feels it needs to be in the IT Policy to address when it is used on Town devices. After discussion, it was agreed the statement needs to be included in both policies. Town Administrator Bourgeois will confirm with Town Counsel.

Grammatical errors, formatting and wording changes were reviewed.

Selectman Bickford wants to make sure that RSA 91:A comments are appropriately noted.

Chair Swenson wants to make sure to include the final point that requires people to sign off on the policy.

Selectman Jarvis asked if formal approval would be delayed until hearing back from legal counsel. Chair Swenson replied they could approve it now, pending review by legal counsel.

**Selectman Jarvis made a motion to approve the Information Technology Policy and Procedures, dated July 3, 2014, as amended, pending approval from Town Counsel.**

**Chair Swenson seconded the motion for discussion.** Selectman Bickford stated he would prefer to get the Town Counsel's opinion prior to making the document final. He doesn't think this is something that needs to be done right now and would vote no to it right now. Chair Swenson replied the nature of motion such that the policy would be subject to legal review anyways. Selectman Bickford stated issues with social media and the email address changes also need review by legal counsel. The use of individuals' last names in email addresses was discussed and it was agreed to wait for legal review.

**Motion failed, 1-2.** Selectman Bickford and Chair Swenson opposed. Chair Swenson stated the motion did not fail due to the merits of the policy, but due to waiting for legal review. Chair Swenson asked Town Administrator Bourgeois to get the revisions done as soon as possible to get it to Town Counsel for possible response by Monday.

**Adjourn**

**Selectman Bickford made a motion to adjourn the meeting. Selectman Jarvis seconded the motion. Motion passed, 3-0.**

The meeting was adjourned at 1:10 p.m.

Respectfully Submitted,

Jennifer Riel, Minute Taker