

**TOWN OF TUFTONBORO
BOARD OF SELECTMEN
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**Selectmen's Meeting
10:30 am - Town Offices**

Friday, May 13, 2016

MINUTES

Present: Chairman Carolyn Sundquist, Selectman Bill Marcussen, Selectman Lloyd Wood, and Administrative Secretary Karen Koch

Chairman Sundquist called the meeting to order at 10:30 am.

Chairman Sundquist explained to the other Selectmen that she received a phone call from Cory Hunter earlier in the week stating that he is displeased with the recent cemetery maintenance disputes as well as their circulation in the media. Rather than resigning completely from his duties, after speaking with Chairman Sundquist, Mr. Hunter decided that he would like to continue to do maintenance for town properties, excluding the cemeteries. Chairman Sundquist advised that she would respond to him after discussing this matter with the other Selectmen.

After some discussion, Chairman Sundquist made a motion to have Cory Hunter continue to maintain town properties, excluding cemeteries, seconded by Selectman Marcussen. Vote unanimous. Although it was agreed by the Board of Selectmen to ask Mr. Hunter to mow the cemetery at the Town House in time for Memorial Day before completely removing himself from cemetery maintenance.

Chairman Sundquist reviewed the advice from Attorney Rick Sager that the Selectmen divorce themselves from the Cemetery Trustees in regards to clerical type responsibilities. The Selectmen would like to invite the Cemetery Trustees to their June 6th meeting to discuss the division of responsibilities. The suggested appointment time is 9:30.

Selectman Marcussen shared that he attended the latest Lang Pond Road meeting. The committee meets next Thursday to approve a boiler plate bid template. Once their group approves the template, they will present it to the Selectmen for their approval at their May 23, 2016 meeting. It will include a provision that an engineering firm (Norway Plains) is to monitor the project. Norway Plains will review all bids before one is awarded. Selectman Marcussen confirmed that all necessary permits for the project have been done.

Selectman Marcussen shared that he met with Keith Garrett yesterday regarding Town Office network security. Currently we have two hard drives connected to the network server for system back up. Mr. Garrett recommends adding a 3rd backup hard drive and to institute a procedure whereby one backup drive is taken off-site every night, providing data protection from catastrophic loss. Additionally, he recommends that users in the Town Offices differentiate their passwords and change individual computer settings so the lock screen appears after 5 minutes of inactivity.

Currently there are no backups for individual computers, just server backups. Mr. Garrett recommends adding backup drives to each workstation. He also recommends that employees have a training session with him regarding security measures that they can take to lessen the risk of security breaches.

Chairman Sundquist made a motion to adjourn at 11:28 am, seconded by Selectman Marcussen. Vote unanimous.

Respectfully submitted, Karen Koch, Administrative Secretary