

**Town of Newington
Board of Selectmen
Workshop Meeting Minutes
January 14, 2002**

Present: Board of Selectmen (BOS), Chairman John (Jack) O'Reilly, Selectman Cosmas Iocovozzi, & Selectman Jan Stuart; Corcoran Consulting Associates Inc. Director, Wil Corcoran, and Administrative Assistant, Susan Newcomer.

Chairman O'Reilly called the meeting to order at 6:10 p.m.

The Board of Selectmen discussed the following:

- Assessing Services
- Computer Security Information Update

Assessing Services

The Board invited Wil Corcoran of Corcoran Consulting Associates Inc. to the workshop after receiving a Proposal for Assessing Services. This portion of the workshop was twofold: to give Mr. Corcoran an overview of the Town's assessment needs and to give Mr. Corcoran the opportunity to answer questions about the company, himself, and his staff.

BOS Chairman Jack O'Reilly opened the workshop by explaining the ConEd project that is currently underway. O'Reilly also explained the status of current assessing services. There was discussion as to what current service areas should continue and remain consistent at this time, particularly with the revaluation that is being completed.

Chairman O'Reilly asked Corcoran if an assessor could be in the office one day per week to handle data entry of ownership changes. Corcoran said that he could not be in the office but that one of his clerical staff could. Further, Corcoran said that the town's Administrative Assistant could be trained on some of the days as a trade for service.

Selectman Stuart asked if Corcoran had a DRA Certified staff. Corcoran said yes. Selectman Iocovozzi asked if they were bonded (it was a New Hampshire requirement) and Corcoran said no, but they were bondable.

Further discussion took place on costs for needs study and sales inspections, and Iocovozzi questioned if the firm could handle issues "under the gun." Corcoran said that it would not be a problem. Corcoran also assured the Selectman that he would replace personnel if there were conflicts with the staff in town, and that his secretary is available at all times should the Selectmen's Office need to ask questions.

Computer Security and Information Update

Tom Morgan, Town Planner and Computer Network Administrator for the Town Office was invited to address concerns regarding computer viruses and a protection strategy. Morgan said that although the office was previously low risk, the introduction of an ISP changed that. He recommended that an operating procedure be put in place that required all departments to perform weekly updates to the Norton Anti-Virus program. The Selectmen agreed to consider the request.

With no further questions, Chairman O'Reilly adjourned the meeting at 6:55 p.m.

Respectfully submitted,

Susan Newcomer
Administrative Assistant