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Town of Danville
Board of Selectmen
Monday, May 16, 2022
7:00 PM

7:00 PM

Meeting is Video-Recorded

Selectmen Present: Shawn O'Neil, Chair; Dottie Billbrough, Vice-Chair; Steve Woitkun, Sheila Johannesen, and Dennis Griffiths

Others Present: Kimberly Burnham, Selectmen Administrator; James Seaver, Road Agent; Jake Becker, Recordsforce Inc.

Shawn called the meeting to order at 7:00 PM and opened the meeting with a moment of silence for the troops who put themselves in harm's way. All stood for the Pledge of Allegiance

I. Delegate Session

Shawn opens the Delegate Session and asks if there are any members of the public not on the agenda who wish to address the BOS.

MS4 Contract: Jim Seaver, Road Agent, asks the BOIS to review and sign the annual contract for the 2022 MS4 Stormwater permit as required by the DES. Shawn asks Mr. Seaver how things are going with stormwater management. Mr. Seaver states that he is "getting through it." He notes that the contract for 2022 is for the same price as last year. Dottie motions to authorize the Chair to approve and sign the 2022 contract with Comprehensive Environmental Inc. for March 2, 2022. Second by Sheila. Vote is unanimous (5-0).

Road Repairs: Mr. Seaver explains that the Highway Dept will need to cut out some roads and repair them because the constant patching is no longer working. The cost of these repairs is over \$5000. He has received an estimate from Petra for the pavement. He notes the following roads will be repaired: Pleasant St. The road has sunk before the box culvert. The Highway Dept. will do all the preparation work. Eaves will only need to do the paving. The second road is Happy Hollow Rd where they will repair another culvert. The third road is Beach Plain Rd.

Shawn asks if the Highway Dept. will be doing all the prep work for these areas of road repair, what is driving the costs of the contract. Mr. Seaver explains that if the Highway Dept. did not do the prep work, the costs of the repairs would double. Shawn explains that the price of tar is dictated by the NH State contract, so the price is the same for everyone. For this reason, there is very little variability in estimates because everything is dictated by the costs of the tar which is a State negotiated contract for all the vendors. Shawn states that because of this, the quote from Petra is very reasonable.

Mr. Seaver continues to provide a list of roads that will be repaired. He is planning on doing a long stretch of road which has caved in front of Sawmill Rd. He is also planning on doing Twin Bridges Rd. to address the issue of rocks pushing through. Those repairs will be the width of the road and back about 200'. Mr. Seavers notes that the road has not been repaired since it was built in the mid-1980s. Shawn states the roads were supposed to be designed to last fifty (50) years, but sometimes if the Town Engineer is not watching, contractors will skimp on a layer of tar and after the Town accepts the road, it then owns the issues that result from that.

Mr. Seaver states that he would like to move forward on these repairs. He explains that Dennis Quintal, the Town's engineer is also working on plans for other projects. When those plans are done, Mr. Seaver will present them to the BOS. Shawn confirms that Mr. Seaver is asking for approval for the road repairs he has outlined. Mr. Seaver

confirms this and reiterates he is asking for approval because the costs are over \$5000. Shawn again reviews the bid and reiterates that he expects there will be little variability with other bids. Jim explains the repairs will require approximately 200 tons of tar and that the prices will continue to increase. Dennis confirms that the BOS needs to approve the contract for all the roads outlined for \$21,284, and if the roads are contracted separately, the prices of each contract will increase. Mr. Seaver explains that each quote is based on that day's prices, so if the prices increase, the costs of future contracts will also increase. Shawn expresses his concern that if the BOS attempts to get three more bids, the current quote would become outdated. Mr. Seaver confirms that he feels the contract the BOS is currently reviewing is accurate and reasonable. Shawn notes that the prices on the contract will be locked in if the contract is signed.

Steve motions to authorize the Highway Dept. to expend \$21,284 to repair the road repair sites outlined in the proposal. The Highway Dept. will prepare the sites and the contractor will pave them. Second by Dottie. Vote is unanimous (5-0). The contract is signed.

Jim expresses his concern regarding other projects that he is planning. He notes that the prices that were used to project the costs of these projects during the Budget season have increased dramatically. He states that two contractors who were going to bid on the tennis courts have backed out because they can't get enough help, and that this is an ongoing issue with contracted services. Mr. Seaver notes that he has called fifteen (15) vendors. Kim agrees that this is an issue and that just getting vendors to come and look at a job is very time-consuming.

There is no further discussion and no more members of the public wish to speak, Shawn closes the Delegate session at 7:07 PM.

II. Agenda

Sheila questions Kim regarding the status of the scanning and digitizing proposals. After a short discussion, Shawn agrees that the BOS can open a discussion on this issue.

Scanning and Digitizing Proposal Update: Kim explains that the third proposal received for the proposed scanning and digitizing project is from the vendor Kofile. Kofile is a document preservation and restoration company. They would scan the Town's existing documents and provide the Town with a thumb drive of all those documents, they would not continue with the process because that is not what they do. Their quote for a one-time scan of the Town's existing documents was \$125,000. Kim states that she believes this is not what the BOS is looking for. Sheila agrees. Kim explains that because the discussion with Ray Feoli from Inception last week was still fresh, she had invited Jake Becker from Recordsforce, Inc. to return and review his services to the BOS so that they could compare Recordsforce with Inception.

Sheila confirms that the BOS has received an updated quote from Inception as discussed at the May 4, 2022 BOS meeting. Kim explains there was not much change from Inception's original proposal and that it again did not include documents from the Police Dept. because the Police Dept. feels that they can't do that project on Inception's platform. Shawn asks for clarification. Kim states that the Police Dept. is willing to come in and discuss the issues with the BOS. She believes the issues are concerns the Police Dept. have regarding how their documents would be stored and protected. Shawn asks Kim to work with the Police Dept. to find a solution and/or a vendor that both the Town and the Police Dept. can use together.

Kim explains that she had a quick conversation with Chief Parsons and that his concern is that the Police Dept. does not have all the documentation from Inception. Mr. Feoli did talk with the Police Dept. and one of the issues is that the old Police Department documents are handwritten and these can't be scanned into Inception's system. Sheila expresses her concern that this may be an issue with the Town's old handwritten documents.

Shawn states that the purpose of the scanning project is so the Police Dept. doesn't have to keep paper copies of all their old reports and documents, and notes it is the same issue with the Town Hall. Dennis explains the issue is not the scanning itself, but in making the documents searchable by character recognition, which is not always possible

with handwritten documents. Scanning these documents would only provide a digital copy of that document should anything happen to the original paper document. Kim reiterates that this is all based on her “quick” conversation with the Police Dept. and that they do have quotes for the scanning, but have issues about proceeding with this type of digitization.

Dennis asks if, by not including the Police Dept, it would cost the Town some “efficiencies of scale,” will the price of the project increase for the Town Hall scanning if the Police Dept. is not included? He also asks that if this is not a money issue for the Town, can the BOS let the Police Dept. proceed with scanning/digitizing on their own timeframe? Kim explains that Recordsforce provided separate proposals for the Town Hall and Police Dept. Dennis confirms that there wouldn’t be any additional discounts if the two proposals were combined.

Sheila explains that the BOS is trying to do the digitizing project with the ARPA funds. The project is very expensive but is something the Town needs to do. She expresses her concerns if something ever happened to the Town’s records. Dennis agrees and states he understands. He explains that perhaps the BOS could do the Town Hall project now with the appropriate company and let the Police Dept. figure out their best process and use the ARPA funds from the “second time around.” Sheila explains that while the Town has until 2024 to expend the ARPA funds, the BOS has other projects they want to use the funds for. She reiterates that the digitization project is very expensive. Dennis clarifies that he doesn’t want to slow down the project and/or the process, but is concerned with the Police Dept. making a decision. Shawn explains that the BOS is assuming the Police Dept. has the same issues as the Town Hall and that they (the BOS) are trying to solve those issues and are moving forward with “different things” while trying to involve the Police Dept. If the Police Dept. doesn’t see a benefit or has other issues the BOS can’t see, then Police Dept. needs to talk about these issues with the BOS, but the BOS also needs to get this project moving and they have been trying to get it moving for a while. Shawn notes that it was interrupted by the budget season and expresses his concern that the Police Dept. should have informed the BOS of their issues sooner. Shawn reiterates that the BOS should find out what these issues are and if necessary, move forward with the project without the Police Dept. Shawn agrees with Dottie’s comment that the ARPA grant is a pool of funds and other projects are vying for those funds, so there is no guarantee that when the Police Dept. makes up its mind, there will still be ARPA funds available.

Kim explains that the digitization project will not be easy an easy process and that it will be a long process. She states that she believes part of the problem could be that if someone was arrested for a felony, but the charges were reduced to a misdemeanor, how and when would that record be searched and changed. Does the program have that ability and does someone have the time to track that because police records could potentially be changed and they don’t always reflect a closed matter? Kim reiterates that the digitization project is a “different scenario” for the Police Dept. She states that she would like the Police Dept to come in and has asked Jake Becker re-present his company’s program and services to the BOS tonight. She notes that Mr. Becker did his presentation eight (8) months ago and she could also ask him to do a “refresh presentation” with the Police Dept. present next week. Dennis notes that the BOS is in the middle of assessing the vendors for the project and has included the Police Dept. If the Police Dept. decides to back out, the BOS would just have to figure that out.

Sheila explains that once the records are scanned, the Police Dept. would be able to access those records and that should make their job easier. Shawn agrees, noting that the program would be set up so that only the Police Dept. would have access to their records and that they would be stored in a separate database. Dennis suggests that the BOS proceed as if the Police Dept. will be included and address the issues as the project moves forward. Sheila agrees. Shawn also agrees, stating that the Police Dept. issues should not stop the BOS from moving forward. Kim reiterates that she has the quotes and that it is going to be a long process that will require manpower to go through the boxes of files and evaluate the records for those which need to be kept forever and the retention time for others.

Dennis confirms that he has read two different proposals. Kim states that she has sent all three (3) proposals to the BOS. Dennis notes that one of the proposals had a significant focus on historical documents and that the company almost curates them. The other proposal was simply to digitize everything. Kim confirms the third quote was more for the preservation and restoration of historical documents and that once that project was done, the vendor would

bring the paper documents to the State for archiving. The digital records would be returned to the Town on a thumb drive. Once all the scanning is done, the project would be considered complete. There are no back-ups, etc.

Dennis confirms that Inception's platform is cloud-based. Shawn explains that they covered more of what the BOS wants; to scan the old documents and to continue the process by digitizing the Town's ongoing processes. He suggests that if Inception can't scan the Town's historical documents, the BOS needs to look at that issue because that is key to being able to empty the safe and get that material properly archived at the State. Sheila suggests that the BOS may need to use both vendors. Kim agrees and notes that two vendors were offering the same services and the third vendor offered very different services. Shawn notes that once the documents are scanned, people can import the files. He expresses his concern that the historic documents are handled professionally and appropriately.

Dennis reminds the BOS that Inception discussed developing templates for the Town so that it doesn't have to generate future paperwork that would need to be scanned. He notes that there were questions about that process. Dennis confirms that the Town would have options on what processes could be totally digital and what would remain as paper processes. He states there is no reason why once a form can be completed digitally that it should have to be printed and scanned into any system.

Sheila reiterates that this is the big project the BOS has decided to do with ARPA funds. Shawn explains that some of the other projects the BOS are discussing include compensating Town employees and multiple other projects have been proposed. The discussion ends as the BOS waits for Mr. Becker to arrive to update the BOS on the Recordsforce proposalⁱ.

III. Old/New Business

Signature File: The BOS review and sign the payroll and pay warrants in the Signature File.

RMON Contract update: Shawn states that the BOS had not had a formal contract in place with RMON and that both he and RMON felt that they wanted something "in writing." He explains that RMON used to give Patty Hess (the former Town Administrator) the projected costs of their services and she would put those numbers in the appropriate budget lines and simply expend RMON's invoices from those lines. Tim Howard, owner of RMON has suggested that he would like something more formal and Shawn states that he agrees that "it is the right thing for the BOS to do as well." The contract reflects the costs that were discussed during the budget hearings. Dennis confirms that the contract is for only software licenses and hardware, and doesn't lock the Town into any contracted services. Shawn refers to the contract's details on the second page which outlines the costs of the Town's accounts with RMON. There is a discussion of the details of the contract. Dennis notes that he sees the price quotes and estimates. Kim clarifies that one quote is for the Town Hall equipment and the second is for the other departments. Kim provides copies of RMON's monthly invoices to the BOS to clarify how everything is billed. Shawn explains that RMON provides the maintenance of the Town's IT equipment and software.

Dennis asks what RMON is trying to formalize. Shawn explains again that Mr. Howard usually just provided the costs of his services at budget time and expenses were billed against those budgeted lines. The contract outlines all of RMON's proposals presented in the budget session and the costs. Dennis states that he does not believe that RMON is "working the Town's account at the most optimal level of happiness." He explains that he's tried to communicate what his visions are for the Town's technologies to RMON and that this is the second time that RMON has "delivered information around him and he doesn't like it and has made that known (to RMON)." Dennis goes on to state that he has told RMON that he is the point person for "this stuff, going forward." He assures the BOS that he will share all the information and has asked to be cc'd when RMON is sending information to the BOS so that he can review it. Shawn states that he was not aware of this conversation and will reach out to Mr. Howard. Dennis asks to be part of that conversation as well. He reiterates that he "lives on RMON's side of the table and that things like 'more formal contracts' are coming through the BOS and by-passing him, especially as he specifically asked several times that does not happen."

Shawn explains that he spoke with Mr. Howard last week and approved RMON generating the contract and that the process was done quickly. Shawn agrees that he would like Dennis as the primary contact because he (Dennis) has the expertise and that he (Shawn) would be glad to step back. Dennis gives some examples of how he's been able to save the Town money by discussing and changing some of RMON's recommended equipment replacements and upgrades.

Kim explains that RMON's staff have been dealing with COVID absences resulting in some communication issues. She also notes that she is new to this, and so is Crystal, RMON's new customer success manager and that both of them have been trying to coordinate their information. Shawn expresses his concern that trying to keep up with the changes in staff and officials all falls on Kim and reiterates that having Dennis as the liaison will help with that process. Dennis confirms that he has developed a good relationship with Crystal, noting that both of them are new to their respective positions. Kim notes that everyone is having to learn together. Dennis confirms there is no new information in the contract and the prices quoted are those that have been previously discussed. Shawn notes that the Town's auditors like to see everything in contracts. Dennis asks that the BOS postpone signing the contract so he can review it and have his questions answered. Shawn agrees to move the approval of the contract to the May 31, 2022 BOS meeting.

Dennis clarifies for Kim that it is okay to move forward with the switch proposal from RMON for the Town Hall. He confirms the proposal for the purchase and installation of two (2) 24-port switches and the labor for \$1,468 is reasonable, and that the BOS has previously approved moving forward with purchasing the upgraded MS Office licenses. Kim expresses her concern that the switches need to be purchased before there are problems.

The BOS continues to review the Signature File. Shawn asks Kim about several forms that are included. Kim explains that the RSAs require that a general journal entry needs to be made. Shawn confirms that Steve has seen the paperwork regarding the meeting with Kingston's BOS.

Town Hall Cable Upgrades: The BOS has received an e-mail from Mr. Hantman, Chair of the Cable Committee regarding the RFP for the Town Hall cable upgrade project. The final proposal from the vendor has been reduced to \$14,742 for the purchase and installation of the new video and audio equipment. The vendor, Access A/V has requested that the BOS provide a Purchase Order or a signed contract so that they can proceed. Access A/V has noted their concerns regarding backorders and delayed shipping of the equipment. Sheila motions to authorize a purchase order to be issued to Access A/V. Second by Dottie. Vote is unanimous (5-0).

Shawn notes that Sheila needs to sign additional places on an Intent-to-cut application.

87 Sandown Rd Update: Shawn reminds the BOS that this is regarding the Senior Housing Site Plan and the developer currently has cash funds deposited in lieu of obtaining a bond for the project. The developer is now asking to replace that cash with a line of credit. Shawn states that he needs to review the terms of the letter of credit to ensure that the lines of credit do not expire. He explains that he does not want to take the time to assess this issue at tonight's meeting and that he wants Town Counsel to review the request and give the BOS a recommendation on how to proceed. Shawn expresses his concern that he wants to ensure the BOS retains, in writing, the "power to execute until the project is complete."

Recordsforce Inc. Updates: Jake Becker representing Recordsforce, Inc. arrives to update the BOS on his company's scanning and digitizing proposal. Shawn explains that the BOS is looking at other vendors and there is another vendor offering services that the BOS believes is where they need to be going and aligns more with their idea of making document scanning a part of the Town's everyday processes. He confirms with Mr. Becker that Recordsforce services include ongoing scanning.

Mr. Becker explains that his proposal is also for ongoing document management which is reflected as the last line item in the proposal. He notes that he did not give the BOS much instruction on the system's capabilities at his first presentation. Mr. Becker also notes that since his presentation last October, Recordsforce has signed a contract and is currently working with Kingston on the same kind of project. Mr. Becker explains that the documents that are

scanned can be loaded directly into the document management system. The system also allows other electronic files to be added.

Mr. Becker explains that Recordsforce would scan the Town's entire collection of back files and then would build a system with the Town, department by department that can be used as a data board operation. The platform can also be used as a workflow tool and can communicate with the public. The public can download and fill out forms and when they are submitted, the correct department is notified that they have files to review. The system can replicate the process of approval just as it is done by paper, but now it will be done through a document management system. He notes that the town of Rye is now using Recordsforce to replace the entire procedure of paper building applications in their Building department.

Mr. Becker states that his proposal included digitizing everything, training Town staff on how to search and use the system, how to add files to the system and move forward with digitally replacing functions from how the Town is currently processing things.

Sheila confirms that the Town will not just be given a thumb drive of all their scanned documents. Mr. Becker states that Recordsforce can give the Town a thumb drive in addition to the document management system. He explains that a few months ago he gave a brief demonstration to Chris Tracy, the Town Clerk. He notes that his updated proposal reflects that Recordsforce is doing things a bit differently than when they provided their first proposal to the BOS. He reiterates that the plan and pricing reflect how files are managed going forward.

Shawn asks how far along Recordsforce is with the Kingston project. Mr. Becker explains that Kingston started their project a few months ago and are going department by department, starting with the BOS office and the Town Clerk's office. The next department will be the Building department. Recordsforce is training Kingston's town staff as they are scanning their files. Mr. Becker notes that Danville's Town Clerk's office is about one-third (1/3) the size of Kingston's, and that processing the files is not the issue. Mr. Becker states that he believes the issue will be getting everyone trained and comfortable with the new system, including how to search it and use it. He notes this is actually the biggest focus of the project. He estimates that training staff will take approximately twenty (20) hours. He also notes that the subscription to Recordsforce includes full-time support. Mr. Becker reiterates that training will take as long as is needed.

Dennis asks if Recordsforce is a proprietary system that the company built for itself to search and retrieve documents. Mr. Becker explains that Recordsforce is a re-seller for docMgt (the document management system.) He states that most document management systems are re-sold through scanning companies or through companies that sell scanning hardware. Recordsforce has reviewed many different systems and for the price and services, they believe that docMgt provides the best value. Mr. Becker notes that Recordsforce uses docMgt within its own company in its HR and Accounting departments.

Dennis asks what the Town's hardware requirements would be. Mr. Becker states that the current scanner that the Town has is all it will need. Dennis confirms that no proprietary equipment is needed. Mr. Becker reiterates that a desktop scanner is sufficient. The Town will also have the "save" option that will allow staff to save any scanned document in docMgt and that each record will prompt staff to fill out all the information pertinent to that file, all the name structures defined by each department, and replicates the current paper-based filing system digitally. Recordsforce will also provide recommendations on how to optimize each department's filing system.

Shawn asks how a record can be audited, noting the importance of being able to see everyone who's touched a record. Mr. Becker explains the system is broken up into "users" and "teams." Every person will have a log in with an e-mail and a password. They will also be assigned to a "team" which can be restricted to certain files depending on their job. Whenever someone opens a file, the system logs it, and whenever a file is downloaded, printed, edited, or updated, all that is tracked. Mr. Becker notes that a lot of his commercial companies are regulated by the FDA and require these audit trails.

Dennis confirms that Recordsforce manages an audit trail as part of the subscription services. Mr. Becker explains the Town will have assigned administrators who will be able to run those reports and that function is very easy to use. Dennis asks if Recordsforce will maintain a relationship with the Town after the digitizing and training is done. Mr. Becker states that Recordsforce will continue to provide support for any software and the Town's needs can be addressed through Recordsforce's software developers to integrate any other software the Town uses. He also notes that Recordsforce can build in retention periods for various records so the Town won't store documents longer than they have to. Mr. Becker explains that the costs of the system depend on the number of documents stored on the system. Dennis confirms that document storage is cloud-based. Mr. Becker confirms that the storage is cloud-based on several servers around the US. He notes that if New England lost power, the Town's documents would still be accessible.

Dennis asks if the Town needs to plan for ongoing, recurring software upgrades and/or subscription charges. Mr. Becker explains the quoted cost will remain the same unless the Town exceeds the total number of documents noted in the proposal. The next level of storage would cost \$520 per month. Shawn asks for a definition of a document. Mr. Becker explains that one document equals meeting minutes or a property file/record. The system is divided by record types, records, documents, and images within documents. A record equals a "drawer (folder) with stapled documents." An entire folder can be uploaded as a single document, or more documents can be created by naming each document within that folder. Mr. Becker notes that approach will increase the number of documents in the system and that it is better to leave a record intact because the system can search any individual document. Mr. Becker explains that E. Kingston does not have unified property records. Each piece of a property record is filed by type e:g: all septic files are filed together, all the records are split up by file type, not by property. Kingston wants Recordsforce to combine all these records during the digitization process. Shawn explains that he is trying to gauge where the Town will stand once everything has been scanned and/or when the Town grows. Mr. Becker estimates that the Town has approximately 25,000 records. He reassures the BOS that Recordsforce will apprise the town if the document levels are reaching the limits of the pricing tier. They will also provide an annual report of the number of documents stored on the system.

Dennis asks what are the database costs. Mr. Becker states that a licensing and training fee of \$5000 is on the top line of the proposal. Dennis confirms that this is inclusive for sequence licensing. Mr. Becker explains there is another option to host the program on a local server, noting the Police Depts need to do that. Dennis asks how accessible the data is from other web-based sources once everything is loaded. He gives an example of a community-based web portal that allows information to be shared within a municipality about BOS and other board and committee meetings and, if a "topic was right, (the public) could dip into a document to help someone to better understand what is going on." Dennis asks how accessible the database is from an external system that is managed by someone else but is also an entity of the Town?

Mr. Becker explains that each record has the option of being a "public" record and the Town can share the URL on its website for specific files. The other option is that the Town can create a "public user" with a public e-mail and password that can only see specific record types that the "public user" is given access to. It could be set up as a "read only" account where records can be downloaded, but no one from the public can edit the files. Dennis confirms that Recordsforce can also set up the system so that public individuals can set up their own accounts and the Town can lock the records. Shawn states that he sees a great advantage to being able to do this, particularly with the Town's historical records. Mr. Becker states that Recordsforce is "not married" to any specific document management system, so they can upload to any software system as they are directed. He notes that Recordsforce has done this thousands of times using the "batch import" function.

Dennis asks who maintains the security of the data that Recordsforce scans. Mr. Becker states that he can provide the BOS with copies of Recordsforce's data privacy policies. He explains that Recordsforce is audited annually for both physical security and data privacy security in order to work with FDA clients. The company is treated like any other FDA entity. He notes that Recordsforce is now working with police departments and will need to go through CJIS compliance policies which are more stringent than anything they have done in the past.

Mr. Becker confirms with Dennis that Recordsforce is ready to move forward with police department records immediately. Shawn notes that in previous discussions the Police Dept. has expressed their concerns with compliance issues. Mr. Becker explains that he is working with the Kingston Police Dept. and that when he met with LT Merced and Chief Parsons last fall, he thought that Recordsforce was already set up (to do police records). He states that when he started working with the Kingston Police Dept., he realized that Recordsforce would need to upgrade its security. Each police department has to run its own audit of which Recordsforce employees will be working on scanning their files and all the work must be stored separately. Recordsforce has a locked area and only staff that has unescorted access (as per the audit) will have access to that area and those files. Mr. Becker notes that Recordsforce even has to use separate servers within their network to store police records. Recordsforce has recently employed a consultant that will help them get CJIS certified. Shawn notes that the Kingston and Danville police depts have a good relationship. He suggests that LT Merced speak with Mr. Becker and review their issues to ascertain if Recordsforce is more accommodating and can convince the Police Dept to join the Town and move forward with their digitization project.

Dennis asks if Recordsforce has its own servers in its facility. Mr. Becker explains that Recordsforce's data center is at Pease with backups in Louisville, KY. Dennis confirms that he is more interested in knowing that the data centers were geographically redundant. Mr. Becker suggests that the BOS have a field trip to their office to see Recordsforce's operations. Dennis notes that he is very interested in doing that. Shawn agrees and notes that the BOS is assessing what they need and feels that Mr. Becker's presentation tonight has given them much more information tonight.

Shawn notes that the major concern of the BOS is not the scanning, but how the Town can move forward and continue to digitize and integrate the process into the Town's daily functions. Mr. Becker notes that Recordsforce has become very busy. Since his presentation to the BOS last fall, Recordsforce has acquired contracts with 5-10 municipalities for digitization projects, mostly from Vermont. He explains that COVID has also forced companies to move to scanning because they can't access their brick-and-mortar facilities. Dennis asks if there is an increase in Recordsforce's business as a result of the ARPA grants.

Mr. Becker explains that when the CARES Act was passed 2-3 years ago, not all the municipalities received funds. Vermont dedicated \$2M from their CARES funds to digitize all of the state's land records. Vermont land records are managed on a town-by-town basis versus NH land records which are managed at the county level. Recordsforce does a lot of data entry services for colleges and industries. Vermont had a lot of deeds and "free-form" documents that couldn't be run through a computer system to extract data. Recordsforce scanned Vermont's old land record books and then hand-entered the data from those records, many in old English handwriting, and put all this information in a cloud-based system so the public could use the portal (to access the records.) Recordsforce has worked with over fifty (50) communities on this project. When the ARPA funds were approved all the towns received funds. Mr. Becker states that because of the great success of the Vermont project, he had the idea to reach out to every town in New England and after a slow start, Recordsforce is beginning to have towns respond to their proposals.

Sheila notes that many towns were probably waiting for the Final Rule to be issued. Mr. Becker agrees, noting that towns were uncertain for a long time if the ARPA funds could be used for digitizing projects. Mr. Becker notes that getting involved with small towns has "been a cool learning process for him."

Mr. Becker suggests the BOS put some time together to download a sample of Recordsforce's software so they can review the system's platform. He notes that this can be done over a ZOOM call and should only take about thirty (30) minutes. The BOS should also schedule a date for a site visit. Sheila agrees and states it sounds like a good plan. Shawn thanks Mr. Becker for coming in on such short notice.

Minutes: The BOS review the minutes for the April 18, 2022 BOS public meeting. There are no corrections or comments. Sheila motions to approve the minutes as written. Second by Dottie. Vote is 4- yes, 0-no, 1- abstention (4-0-1). Shawn abstains due to his absence at that meeting.

The BOS review the minutes for the May 2, 2022 BOS public meeting. Shawn notes one correction. Line #471- the word “extremely” should be corrected to “error.” Steve motions to approve the minutes as amended. Second by Dottie. Vote is 4-yes, 0-no, 1 abstention (4-0-1). Dennis abstains due to his absence at that meeting.

The BOS review the minutes for the following May 2, 2022 BOS Non-Public sessions.

- ✚ Session 1 at 9:21 PM under NH RSA 91-A 3:II(a): Dottie motions to approve the minutes as written. Second by Sheila. Vote is 4-yes,-0-no, 1-yes (4-0-1). Dennis abstains due to his absence at that meeting.
- ✚ Session 2 at 9:40 PM under NH RSA 91-A 3:II(c) Dottie motions to approve the minutes as written. Second by Sheila. Vote is 4-yes,-0-no, 1-yes (4-0-1). Dennis abstains due to his absence at that meeting.
- ✚ Session 3 at 10:05 PM under NH RSA 91-A 3:II(d) Dottie motions to approve the minutes as written. Second by Sheila. Vote is 4-yes,-0-no, 1-yes (4-0-1). Dennis abstains due to his absence at that meeting.
- ✚ Session 4 at 10:12 PM under NH RSA 91-A 3:II(e) Dottie motions to approve the minutes as written. Second by Sheila. Vote is 4-yes,-0-no, 1-yes (3-0-2). Steve and Dennis abstain due to their absence at that meeting.

Inception Digitization Quote Update: Shawn asks Kim what has been updated on Inception’s quote since their presentation at the May 2, 2022 BOS meeting. Kim explains that there really weren’t any changes. She notes that Mr. Becker (Recordsforce) had mentioned that there is a one-time fee for his system’s licensing, but she believes that is an ongoing cost. Shawn states that to compare both vendors equally, the BOS should also review Inception’s system. He notes the BOS needs to explore both vendors’ programs in more depth and should be looking for flexibility for future needs. Shawn suggests the BOS should also look at Kingston’s process and program. Kim explains that she has already spoken with Kingston’s Administrative Assistant. Shawn asks her to continue that conversation and provide an update to the BOS.

NH SPCA Contract for ACO services: Sheila explains that this contract had been in place for a number of years, but had not been renewed over the past several years. Shawn agrees it should remain in place. Sheila states that NH SPCA is currently updating their contracts. She explains that the contract is in case the Town has to take custody of a large number of animals. The State has a program that allows the Town to access funds to help them care for these animals that the Town could be held responsible for.

Dennis confirms with Sheila that these funds must be applied for, similar to applying for a grant. Sheila confirms that the funds are available and are not just for dogs or cats, but other animals as well. She states that it’s a good program if there is an instance where she (as the ACO) picks up a stray animal that is never claimed. Shawn confirms that the contract is an agreement between the Town and the NH SPCA. Sheila states that it is a good plan to have in place so if the Town “gets into trouble, it is something to fall back on.”

Shawn states that he disagrees that the Police Dept. is listed as the responsible party as Sheila is the Town’s elected ACO, so these issues are her responsibility. Sheila states that the Police Dept. has had this contract since March and only provided it to the BOS last week and that is what she is upset about. Shawn agrees the Police Dept. should have forwarded the contract, but going forward, it should be Sheila’s responsibility. Sheila states that the contract is important because if the Town does have a case “it will be up the creek.”

Shawn suggests that Sheila set up an annual reminder to look for and ask for the contract from NH SPCA every year. Sheila explains that it has been several years since the NH SPCA has sent out a contract and notes that the Fremont ACO hasn’t had a contract with NH SPCA since 2016. Shawn agrees the NH SPCA is not on top of their records either. He expresses his concern that the parties on both ends are unaware if there is a contract in place. Shawn reiterates that if Sheila puts an annual reminder on the ACO computer, it would prompt her to look for the paperwork.

Shawn reviews the paperwork for the contract with NH SPCA. He notes that the fee structure is reasonable considering that costs are increasing for everything. Shawn explains the Town doesn’t have to use the contracted services, but if they should need to, the rates have been agreed on. There is no liability to the Town if they don’t use

the services. Sheila explains that she did have to use NH SPCA services this week. Dottie motions to authorize the Chair to contract with NH SPCA for boarding animals at their facility. Second by Sheila. Vote is unanimous (5-0). Sheila asks Kim to scan and send her a copy of the signed contract for her ACO records.

Shawn reads the Town Announcements listed below.

Police Station Building Committee: Dennis states that he would like to dissolve the current Building Committee from 2020 and “reconstitute it.” He explains that he does not have set up control, but there are conversations in process. Dennis states that he is asking what the process is to dissolve the committee that was in place. Shawn explains that the Police Station Building Committee and its members are still in place, so the BOS would just appoint new members to the committee. Dennis agrees, but questions if all those members that were originally on the committee are still eligible to participate, stating that basically, he has a committee with no members. Shawn reiterates the committee is still in existence, but its role had stopped, so now it is just a matter of re-starting the committee and letting the BOS know if the committee needs new members. Shawn states that he believes the original building committee had five (5) members and if the previous members no longer want to serve on it, the BOS will appoint new members for those slots.

Dennis explains that he is “not at that point yet, but wants to clean the slate and start asking some questions that he has for certain people, bringing them aboard and getting everyone’s approval on that.” Shawn suggests that Dennis have applicants for the committee attend a BOS meeting so that the BOS can speak with them.

Sheila reminds Dennis that once the committee is in place, he will need to have meeting minutes done. Dennis confirms that he intends to run the committee under Roberts Rules of Order with minutes, and there will be responsibilities, and accountability. He feels that is the only way he will be able to manage the project.

Sheila asks the BOS about the process of putting together an ad hoc building committee for a new Town Hall. The Town Hall staff have agreed to work as a committee and she will be setting that up. Dennis asks if this is for the Town Offices. Sheila explains it is for a new Town Hall using Town-owned land on Pine St. Kim asks Sheila who she’s talked to in the Town Hall. Sheila states that she spoke with Gail and other Town Hall staff. Kim notes that she was not present when Sheila spoke with the staff. She confirms with Sheila that Sheila is talking about the ad-hoc committee that was discussed last year when Dr. Farah was on the BOS.ⁱⁱ She asks if Sheila would like her (Kim) to re-post that this committee is accepting applications. Sheila agrees. Dennis explains to Kim that he is not ready to post any openings for the New Police Station Building Committee.

IMC Discussion Update: Sheila, referring to the IMC discussion from the May 2, 2022 BOS meeting,ⁱⁱⁱ states that she would like Steve or Dottie to reach out to Town Counsel and let them know that the BOS had asked that the ACO reports be input into IMC and to ask Counsel to review the SOP, the legal case, and the job description which was worked on by the Police Dept. and the ACO to see what the BOS’s legal options are if the Police Dept. won’t do what the BOS has asked them to do. She states that she wants to make sure the BOS is covered if something should go wrong.

Steve states that he almost asked Mr. Becker about this issue and asks Sheila if she thinks that Mr. Becker’s system could help her with record retention. Sheila explains that while it would help with retaining her records, again, those records “are not going anywhere but to a place where they can be held, and the information is still not where it should be.” Steve states that he understands what Sheila is saying, but notes that Dennis had suggested that she use a template, and once the BOS has decided on a records retention company, she could export her records to that system. He explains that Sheila could set up access, but reminds her that public interest would most likely only be local and if there was a criminal issue, the Police Dept. would be asking her for the records. Sheila expresses her concern about how the Police Dept. would know there was a record.

Steve states that he wants to “put this issue to bed.” Shawn agrees and expresses his concern that Sheila wants to spend Town money to “get a legal opinion on this other stuff.” Shawn states that he’s “tired of this and wants to start asking the BOS if they want to talk about this at the table.” Shawn notes that there were six (6) pages of the

IMC discussion in the minutes of the May 2, 2022 BOS meeting. He states that it “takes so much more to do this stuff and the BOS is not going to get anywhere.” Shawn continues by saying that he wants to “make a motion to take \$15,000 out of the ACO budget and move it to the Selectmen’s Budget because there are things in that budget that have gone over budget.” Shawn gives the example of Bulk Waste which is currently \$5000 over budget and notes that there are other things over budget that can’t be discussed in a public session.

Steve states that the AC on the second floor of the Safety Complex has failed and will need to be replaced. He explains that the Fire Dept. will need a new outside unit because the compressor is gone. The compressor also has the old refrigerant in it which is no longer legal. They will also need a new condenser and a new heat exchanger for the upstairs furnace. Steve explains that he contacted a local vendor on Saturday and they couldn’t get the unit going. Steve states he called this vendor this morning and is waiting for an estimate for the repairs/replacement of the equipment. Steve notes that he will also get two additional quotes as required and will give them to Kim.

Steve explains that he thought after the May 2, 2022 discussion with Chief Parsons and LT Merced that the issue was “dead” and that Sheila was going to use the ACO computer and a program would be created that would retain her ACO records. He states that his understanding was that if someone needed those records, they could contact Sheila. Steve notes that he still doesn’t understand why her reports have to go into a criminal database. Sheila explains that IMC is not just a criminal database and that it is used for other things.

Dennis states that he understands the Police Dept’s. response because he has “had those conversations over and over again.” He notes that one question raised was “if there was ever one officer who would find the ACO’s information useful for their ability to do their job in the Danville Police Dept. and the answer is no.” Dennis notes that the Police Dept. has stated that they do not need information from the ACO and that the information that Sheila wants to give them does not help them do their job. He states that this is his bottom line. If the Police Dept. doesn’t need that information, then why give it to them? Dennis explains that all that Sheila can do is her due diligence, which is to record all her information as an elected official. He states that he will help Sheila set up a searchable template and that between him and RMON it would only take about an hour to set this up for her. Then Sheila could provide that information if she is called or she can put that information in a “shared (digital) space.” He notes that if the Police Dept. does not act on the information that she provides, and somehow there is a “negative situation” that occurs within their line of doing law enforcement, that is on the Police Dept. because Sheila has done her part. Dennis reminds Sheila that she can’t make the Police Dept. want to look at the data she gives them and if that is the case, she shouldn’t be spending money on it.

Sheila explains that she’s not asking the Police Dept. to look at her data. She states that the BOS asked them to just copy and paste her ACO information into IMC. Sheila reminds the BOS that Steve made a phone call and spoke to Capt. Walsh and received answers to two questions so there is no reason why entering the ACO information into IMC can’t be done. Steve reminds Sheila that Capt. Walsh also said no rule or law stated that she had to send her reports to IMC.

Steve reiterates that his second question to Capt. Walsh was if there was any problem with having the Police Dept. enter the ACO data into IMC and the response was that there was no problem with that. Steve sums up the responses as “no, she doesn’t really need access (to IMC) and no, they (the Police Dept.) could input the ACO data (into IMC) if they wanted to.” Sheila states that she has no problem doing what she’s been doing and once the reports are in the system (IMC) they are out of her hands, but if there comes a time when the Police Dept. needs something, and it’s not in the system, they will have to come to her for that information. Dennis states that he believes that is how she will need to proceed. He seconds Shawn’s motion to put the issue “to bed” and to move \$15,000 from the ACO budget to the Selectmen’s Budget. Shawn tries to confirm the actual cost of the IMC software with Sheila but does not receive a response. He amends his motions to change the amount to be moved out of the ACO budget to \$16,000. Dottie states that she disagrees with this motion.

Shawn states that the BOS has the discretion to move the money and that Sheila did not respond to his question regarding the amount of money that would be moved. Sheila states that there is something wrong with the ACO van, it is probably a coil. There is more discussion regarding how the software funds were included in the ACO budget.

Shawn explains that the voters approve a bottom-line budget. Sheila states that it doesn't matter. Shawn reiterates that the BOS has complete jurisdiction over the budget. Kim provides him with a copy of the ACO budget. The amount for the IMC software is \$15,615. Shawn amends his motion again to move the amount of \$15,615 out of the ACO budget and into the Selectmen's budget. Dennis seconds the amended motion.

Shawn reiterates that his motion will move the money from the ACO budget to the Selectmen's budget for re-allocation. He reminds the BOS that \$5000 of that money will offset the over-expenditures from the Bulk Waste budget as well as address other line items that are over budget.

Steve explains that he will support the motion because he believes it is an exorbitant amount of money with everything that is going on. Shawn agrees. Steve states that he really felt that the ACO and the Police Dept. could get along and apparently that is not going to happen. Sheila agrees, noting that the Police Dept. doesn't even want to do the digitizing. Dottie agrees.

Dottie states that the discussion started with Sheila asking the BOS to check with Town Counsel to see if the court agreement said that the Police Dept. had to cooperate with the elected ACO. Shawn asks for clarification. Dottie explains that there is an SOP, a job description, and an agreement. She states that court orders "don't just go away." Shawn states that the court order was in place only until the Town voted on how to hire an ACO. There is more discussion on what the court order states. Shawn calls the question. Sheila states that she still wants Town Counsel to look at the court documents. Shawn states that she needs a BOS vote on this request and discusses how the Town will be spending tax dollars on this. Sheila explains that she just wants Counsel to look at the issue because Counsel was involved and if Counsel states that the current issue as it stands is fine, "she will be fine with that." Shawn disagrees and states that he's not willing to spend \$500 on this issue. Steve states that if this would put the issue to rest, he would support the request. He reiterates that if a legal review from Counsel would put this issue "to bed," he will vote to spend the \$500.


Sheila suggests that the BOS wait until they received Counsel's opinion before moving the \$15, 615 out of the ACO budget. Shawn states that the BOS can move the money back if necessary. He also notes that if Counsel states that the BOS should be doing something different, they will have a public discussion and take any necessary corrective actions. Shawn calls for a vote on his motion to move \$15,615 from the ACO software budget (relative to the IMC software) to the Selectmen's budget. Vote is 3-yes, 2-no, 0-abstentions. (3-2-0). Dottie and Sheila voted no on the motion. The motion passes.


The BOS continues the discussion on the request to ask Counsel to review the court case of March 6, 2015 regarding the elected ACO, the SOP, the job description, and the court case. Dennis states that he has a problem spending money on this and is concerned that the description of the documents to be reviewed is too general and needs to be tailored specifically to the BOS discussion. According to the court case of March 6, 2015 and the SOP, the Police Dept. is required to take the information from the elected ACO position and provide data entry into the current IMC module. Dennis states that the request to Counsel should be that specific.


Shawn suggests that Sheila forms the questions that she wants to ask Counsel and bring those questions to the next BOS meeting and give them to Kim. Sheila states that she wants Dottie or Steve to handle this. Shawn disagrees and states that Kim is the one to handle this. Dottie agrees it's fine as long as Sheila can form the questions she wants to ask. Shawn confirms that the consensus of the BOS is that Sheila will provide the questions that she wants to ask Counsel to the BOS and that Kim will pass them to Town Counsel.

IV. Town Announcements

Calendar

 **May 19- Thursday:** The Town Hall will close at 2:00PM for CPR/AED training. Regular office hours will resume on Monday, May 23

 **May 28- Saturday:** Memorial Day Parade starts at 11:00 AM at the Danville Elementary School and will end with a lunch at the Community Center.

 **May 31- Tuesday:** Board of Selectmen’s meeting at 7:00 PM at the Town Hall.

As there are no further items to discuss, Shawn adjourns the meeting.
The meeting is adjourned at 9:00 PM

Minutes derived by video provided on the Town of Danville website.

Respectfully Submitted
Deborah A. Christie

ⁱ ARPA Grant Digitizing Proposal. **Town of Danville NH Board of Selectmen’s Minutes.** October 4, 2021. Online at www.townofdanville.org. November 1, 2021.

ⁱⁱ Pine St. Town Offices. **Town of Danville NH Board of Selectmen’s Minutes.** June 12, 2021. Online at www.townofdanville.org. May 16, 2021

ⁱⁱⁱ IMC Discussion Update. **Town of Danville NH Board of Selectmen’s Minutes.** May 2, 2022. Online at www.townofdanville.org. May 16, 2022.