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Town of Danville
Board of Selectmen
Monday, April 4, 2022
7:00 PM

6:58 PM
Meeting is Video-Recorded

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

Others Present: Kimberly Burnham, Selectmen Administrator; Chief Wade Parsons, Danville PD; LT Justine Merced, Danville PD; Residents: Patricia Dovidio, George Nelson, Lisa Barr, Ellen Morin, Stefanie Dube, Scott Barr

Shawn called the meeting to order at 6:58 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 at 6:58 PM and asks if there are any members of the public not on the agenda who wish to address the BOS.

Stefanie Dube is recognized and reads the following:

“After watching the last board meeting, I decided it was necessary to speak to the baseless charges and personal attacks of Shawn O’Neil by Sheila Johannesen. She thought it necessary to deride Shawn for nearly four minutes. Her dissertation was littered with insults and derogatory terms directed at Shawn, who graciously allowed her to speak without interruption. As a taxpayer and citizen of this town, I was appalled that Sheila would take four minutes of the board’s time in such a ridiculous and unfounded way. I’m here to say that her comments do not represent the Town, not by a long shot.

Shawn has been elected and re-elected because he’s an independent thinker and values personal freedom. He has shown this over and over again which speaks to the reasons why he’s elected and re-elected and remains the Chair of the BOS. His service to our town and district as a whole, is remarkable, always putting individual freedoms and parental advocacy at the forefront of decisions. His attention to detail and thoroughness and understanding of how the town operates is a huge benefit to the taxpayers of Danville, not to mention his fiscal responsibility to our town which is apparent in the way he conducts himself. Contrary to Sheila’s diatribe, Shawn defends himself from attacks. He does not initiate them. What Sheila has accused Shawn of doing she’s guilty of herself. Many people in this town have had enough of her divisiveness and disrespect.

Make no mistake about it, Shawn has been a true representative of the people in our town and we are so very lucky he is our representative. Shawn has been a lighthouse in a tempest and we are immensely grateful for his service to the taxpayers and children of this district. Thank you, Shawn.”

Shawn responds, stating “thank you for these kind words. They were definitely unsolicited. I don’t know what to say with that, I just view myself as just a cog in a wheel, we all are. And as far as the person that was accusing me of those things, I will take the source of it, and as you can see that is why I don’t even have to comment on it.” Ms. Dube agrees stating “well, we appreciate you.” Shawn again thanks Ms. Dube for the show of support.

As no more members of the public wish to speak, Shawn closes the Delegate session at 7:01 PM.

II. Agenda

New Police Station/Town Hall: Police Chief Wade Parsons and LT Justine Merced join the BOS at the table. Chief Parsons states that he understands that the BOS is starting to talk about re-starting the new police station project again and that he has started to look at re-designing the original plans to see where maybe he can trim some corners. He states that he spoke with Steve about the possibility of leaving room for expansion at a later time. Chief Parsons explains that when Stone River (Architects) and Charter Brothers (General Contractors) put the project together, they presented a “global” construction that included not just the building, but also the electronics, furniture, computers, and that sort of thing. Chief Parsons notes that he has “tailored that back a little bit to get to a better starting point which would be a little more palatable and easier to accept to the general public.” He states that he’s not sure where to begin with that, but he has looked at the plans to see where he “can save room for a later expansion, some of the more obvious things, and get more people involved that are familiar with how to make these things happen.” Chief Parsons states that he realizes that Stone River and the Charter Bros. took the lead originally and no one else was introduced to participate. He is looking to the BOS on how to do that, and what kind of funds are available to bring in sources to look at that. Chief Parsons notes that he assumes he can use the Stone River plans as a starting point and tailor it back from what he already has.

Shawn agrees it is a good approach. He states that “they will have to get the band back together, those who were members of that (Building) committee, and see if the BOS will need to add new members.” Chief Parsons notes that many of the previous members of the Building Committee have moved or gone on, and asks if he could reach out to the general public to see if there is any interest. He suggests maybe some general contractors would be willing to help out. Chief Parsons asks how the BOS and Police Dept could communicate that idea, and if the BOS and Police Dept. could do it cooperatively. Shawn notes that “all the offices (of the Town) could be working together; putting out public relation notices regarding bringing the Building Committee back, and as information comes in, set up a date and start the process.

Steve suggests the BOS try to set a dollar amount that they believe the Town will “embrace” and work from there. He states that he remembers when the project originally started, the figures were \$1.2M-\$1.5M and then the committee came back with \$2.6M. Steve reiterates that everyone should discuss a dollar amount as a starting point, noting that he “would hope they could get somewhere and show the support of everyone.” Sheila notes the project was “moving forward well until the figure came back.” She states that the BOS was “sticker shocked.”

Chief Parsons explains that the project was presented as a “not to exceed” price and there’s been a lot of concern with other projects getting to certain points of “oh we didn’t anticipate that, so it’s going to cost a little more”. He notes that to their credit, Charter Bros and Stone River never had a project that went over cost. Chief Parsons states that now they would be dealing with increased construction costs and that he is concerned with the impact that will have on the new police station project. He notes the costs of new homes in town are around \$600,000 and expresses his concerns of what the project is up against, noting these are some of the hurdles they will have to overcome as the project moves forward.

Chief Parsons reiterates that he doesn’t know where to begin to estimate a “starting amount”. Shawn explains that if they don’t try to establish one, he “knows what the answer (from the Town) is.” Sheila agrees. Shawn states that they need to bring the best plan forward and see if they can get support from the community.

Dennis confirms that there was a previous volunteer committee that had put plans (for the new police station) together. He asks if that committee is still together. Shawn explains that the committee stays together until the BOS dissolves it. The task of the building committee was not completed, so the committee was never officially dissolved. If the BOS determines that they want new members on the committee, they need to start the process and accept applications. The BOS would make appointments to the committee which would then move forward and complete all the work that needs to be done. Shawn notes the committee would need to involve Chief Parsons, adjust the plans, hold public hearings, and discussions, explore different ideas, etc.

Dennis asks if the building project would involve a long-term bond. Dottie and Shawn confirm this. He asks if this was presented as a bond issue to the Town and did the Town understand, or were they just looking at the cost of the project? Shawn explains that the Warrant Article explains that the money would be “raised and appropriated by bond” and that it required 60% approval because the Town is an SB2 town. At that time, they had to estimate the interest rates on the bond. Dennis suggests that “the townspeople may not understand the year-to-year impact (the new police station) would have on their wallet on a thirty (30)-year bond, depending on those interest rates.” He notes how the Fed’s move on the interest rates now will affect it (the building project) and will play a big role.

Shawn explains the Town uses the “bond bank” and they estimate the interest rates. People (investors) bid on the bond so the Town needs to “have our audits in line because bad things in the audit report will affect the interest rate and cost the Town more money to undertake the project, just from that aspect alone.” He notes there are many variables and until the investor(s) buys the bond, the interest rate is not locked in. Dennis states that “as an average citizen, what is important to him is the tax impact on a yearly basis versus looking at the total price of the project.” He suggests some of the building committee members could look into the bond issue and given the current rates, come up with the total overall costs of the bond and then break it down....” Shawn notes that information was publicized at the time of the Warrant Article. Kim, Sheila, and Dottie explain that a pamphlet was put together with all that information.

Dennis explains that he feels the project didn’t “sell well” when it was first presented. Sheila agrees and notes they had a very short time to do that. Dennis states that people thought the project was put together too quickly and notes that it was only because those involved “knew what they were doing and came up with the spot, the design, and all those types of things.” He notes that it’s “super important regardless if the project moves forward in any way, that the BOS come up with some kind of regular communication plan, something very specifically outlined, that will update the public on a regular basis, so no one has any surprises coming into six (6) months work.” Sheila suggests that the project have a web page. Dennis agrees that could be one way (of updating the public). Sheila explains that the Kingston Fire Dept had one during their building project and put all their plans up and kept it updated regularly.

Chief Parsons notes that he has kept an “open door” for anyone who wants to tour the facility and that invitation remains open. He suggests that the Police Dept. could also do a video tour of the current facility so that people could see what the Police Dept. is up against. Dennis agrees, noting when he did the tour, he wasn’t Chief Parsons explains “it was a short one.” He suggests that they could publicize the conceptual plans and update them as changes are made, but notes there are costs associated with having somebody do that. Shawn states he believes there is money available in the Police fund that could be used for this purpose. He also notes the Town has a budget line for “professional services” they could possibly use for that task. Shawn states that depending on the costs, the BOS can figure out how to pay for something like this.

Chief Parsons asks how he should reach out to businesses that could create something like this (web site) for the project. Shawn suggests that he start with Stone River as they were the architects from the beginning of the project and already have all this information on file. Chief Parsons agrees and notes that Stone River was “incredible to work with and they would already be creating the plans.” Shawn notes that Stone River would also be pricing out the changes. He feels the first step is to get the modified plans and figure out the best way to approach the project, noting that discussions with Stone River will probably dictate how the project proceeds.

Steve asks if they can use ARPA funds for the new police station. Dennis states that is a tough project to fit into the grant. Sheila and Dottie agree that building facilities do not fit. Dennis notes that even the new Infrastructure bill doesn’t allow for actual infrastructure for the Police Dept. There is a law enforcement component of the bill, but it’s not to build buildings. He states that he would be curious to see if there were grants available from the State and the Fed’s to help out. He also notes that “networking costs from the computer side might fall under ARPA.” Sheila reminds him that the funds have to be designated by 2024. Shawn states that all options are on the table.

Dennis confirms that the first step is to get the building committee back together. Shawn notes a previous discussion he had with Dennis in which he (Dennis) had expressed an interest in this and that he would like to appoint Dennis

to be the point person to start the process (of getting the building committee re-started) and then be the BOS representative on that committee so that that he could keep the BOS updated on the project. Dennis accepts the appointment and asks to understand more about the previous committee to see if they should keep those people together, or dissolve the committee and invite new members. Sheila reminds him there are not many members of the original committee still around town. Shawn suggests that Dennis discuss all of this with Chief Parsons. There is no more discussion from the BOS. Shawn thanks Chief Parsons and LT Merced for attending the discussion.

RMON Computer Software Updates: Shawn reminds the BOS that this matter was tabled two weeks ago at their last meeting so Dennis could meet with Tim Howard of RMON. Dennis states that he still needs to meet with RMON's Technical Account Manager (TAM) who has been on vacation. He did meet with Mr. Howard and states that he "got a decent overview of what the BOS is looking at." However, he still doesn't have the resolution of the MS Office license issue and needs to speak to the TAM regarding this. He did get a hardware life-cycle report which outlines what Town hardware is supported by RMON, when was it purchased, is it under contract, and does it have maintenance support.

Dennis notes that he found it "alarming", though he doesn't know the usage and priority of the Town's hardware, that there are thirty-five (35) pieces of hardware inventoried. Of those, only seventeen (17) pieces are supported and fourteen (14) pieces are overdue. This issue is reflected mostly on laptop and desktop units; some are overdue as far back as 2013. The most recent "overdue" hardware is from 2019. Dennis explains that he's not a proponent of replacing equipment just because it's old. As long as it works for what it needs to do, just keep using it until it reaches a point where it needs a new piece of software that won't work on that particular machine, then it's time to replace it.

Regarding the MS Office licenses, Dennis states that he had that discussion with Mr. Howard regarding the issue of everyone needing to be at a particular level. From a purchasing standpoint, they do not. The licenses can be customized to each user. One concern that Mr. Howard had was that everyone needed to be e-mail compliant. Dennis states that he does not know the rules for the Town regarding e-mail retention compliance. One MS Office package provides that service, the other does not. Dennis notes that one issue "may be the lynchpin of it all." That if that piece of hardware is on the e-mail system, it may have to have that level of MS Office.

Dennis states that he hopes to meet with RMON's TAM at the end of the week to sort everything out. He believes that the licenses are all set in their status quo for the month of April. Shawn confirms with Dennis that the BOS will need to revisit this issue again at the next meeting in two weeks. Dennis agrees that he "should have it wrapped up by then and will know which way to recommend to the BOS." He notes that it may be wise to purchase a full subscription to the most prioritized services as it will save some money.

Dennis finishes his discussion by explaining that there were other issues he was working on including how the Town operates, etc. but it is not worth sharing this information at this point until he puts a plan or presentation together with suggestions for some changes, etc.

Sheila calls Shawn's attention to the ARPA grant. She notes that in NHMA there is an update on testing sites. The ARPA Recovery for the state and local fiscal recovery funds Final Rule confirms that municipalities may use ARPA funds for cyber security, IT services, and websites. She quotes from her notes: *"The good news is municipalities can use the recovery funds to pay for cyber security management, monitoring, alerting, detection, cybersecurity tools and training, data backup, and disaster recovery solutions. The funds can also be used for storage, data backup, monitoring, maintenance and support; IT monitoring, maintenance and support; website design, and maintenance services."* Dennis notes that this change is "huge and will help big time." Sheila agrees it will help with both technology issues and with the digitization project.

Shawn "agrees with the topic" but states that the "bigger part we're looking at right now, for this exercise, is do we have to upgrade everybody's seat of these particular ones (MS Office licenses), and that's what is being assessed right now because not everybody needs the next upgrade level...because we're going to go from whatever we're

paying right now, if we move everybody up, it's going to increase. What we're trying to do is to look at what are the real reasons why we have to go up to the next level, then look to see if everybody needs to be at that level, because the BOS is trying to save money." "How it gets paid for," he agrees, "it's nice that the BOS has the option to put it in the ARPA grant instead of using money from the Operating budget, but in the end, they are still paying that amount out of one account or the other."

Sheila asks if when the BOS was doing the budget, were the upgrades part of the contract that Tim Howard brought forward. Shawn clarifies that it wasn't a contract, but a proposal of what it would cost for these services. Sheila states that these costs were approved at the voting. Shawn explains that the vote was a "bottom line number and that doesn't mean that because it was in the budget to just go ahead and spend it."

Sheila states that she spoke to NHMA attorney Jonathan Cowl who advised that because the proposal was in the Operating budget, it needs to go forward because the voters voted for it. If the BOS does not do this, they are all in violation of the Oath of Office¹ that they took. There is a short discussion on this issue. Shawn brings the discussion back to Dennis' previous discussion. He confirms that Dennis will meet with RMON's TAM and will bring that information back in two weeks. He will again discuss the upgrades. Dennis confirms that his discussion will be around the MS Office 365 licenses and which users will need the standard or enterprise licenses. He will determine who needs what. Dennis notes that Mr. Howard "knows what he (Dennis) is looking for, and he will be contacting TAM this week." Dennis states that RMON has a "better lay of the land than he (Dennis) does, who they support, who uses what, and in lieu of interviewing every Town employee, he will come back recommending how many of each level of licenses will be needed and have RMON update his pricing based on those numbers."

ACO IMC Software Request Update: Dennis provides the following recommendations:

"I spoke with the following people: Lt. John Sable, Sandown PD; David Bell, Senior Account Representative Central Square (IMC); Chief Wade Parsons, Danville PD; Brynda Poggi, Network Administrator Rockingham County Sheriff's Office

Key Points:

- *The current quote for ~ \$15K is for a complete setup which requires a centralized server for the application in addition to a client end device (i.e., ACO laptop).*
- *All current IMC setups for local PDs are housed in the Brentwood Data Center and are running on servers there.*
- *Each jurisdiction has purchased a license to enable cross-connection sharing of department data. The quote in hand does not contain this software feature, and, since the ACO is considered a civilian, even if the feature was purchased, could not be implemented on the solution setup. Effectively, this renders the solution as a complete standalone system with no connectivity to any PD or agency.*
- *If purchased and built as a standalone (and housed somewhere in Danville, not Brentwood), a hardware server would be required to be purchased to host the IMC application. This type of server and operating system is, at a minimum, several thousand dollars on the low end and would require a maintenance contract, software contract, backup solution, and an administrator to maintain it.*
- *The IMC software is End-of-Life, not end of support (yet). Meaning, IMC will no longer be receiving any updates or other software engineering proactively. It is expected within the next 18-36 months that IMC will be completely removed from support and customers will be given the option to migrate to the Enterprise platform that is based on a separate platform technology that Central Square also publishes. It is expected that a 50% discount will be provided, based on the sale price of those who are currently using IMC. Round #'s in this case is ~ \$7.5K additional purchase to upgrade, not including the professional services and whatever additional hardware requirements will be needed. Rockingham Sheriff's is about to put out an RFP for the replacement of the solution, and the winner may not be Central Square.*

My early opinion was that the best, most viable option was to have an additional license allotted from the Danville PD, effectively using their system. Dennis explains that if Chief Parsons adds a license to his system, it would cost approximately \$1000. However, after learning there are CGIS and NCIC requirements and concerns that dictate a

user be under supervision and oversight by the PD, this is not an option. Since the ACO is an elected official and the Danville PD has no oversight, this scenario does not fit.

Ultimately, the ACO position is stuck in a spot where the access wanted is not available to a civilian. Even if the software, hardware, services, and support were free, it would be an overkill solution. The ACO would not be able to share to- or from- any PD using the solution. Effectively, it would become a large, cumbersome, expensive solution for the sole purpose of capturing data that could not be shared by you via the system to anyone else, or vice versa.

At this time, I would recommend continued use of the current method, which I am not sure what that is. Barring having that info, I think MS Excel, although not built for this purpose, could be a good tool for to enter information and be able to sort, filter, find and also export into a file if Sheila wants to share that file in a hand-delivered fashion or e-mailed.”

Dennis suggests that Sheila could have that information digitally and share it with the Police Dept. which can upload it into their system. He notes that he’s not sure what value that has. Dennis states that he sees this just as the “constraints”, not on Sheila, but the “constraints of the way the Sheriff’s Office and data center, and the civilian aspect of it.” He notes that “essentially, we’re (the ACO) trying to create our own jurisdiction, our own police dept. so to speak, simply for capturing notes.”

Shawn states that he’s glad that Dennis “has come to the whole conclusion, on his own, he dissected the proposal, reached out to people, talked to them and came to the same conclusion that he (Shawn) came up with.” Dennis notes that he did not speak to Shawn about this.

Sheila states that she reached out to David Bell who has replied to her e-mail as below. Mr. Bell’s responses to Dennis’ comments regarding the IMC software are highlighted in yellow. (CJIS= Criminal Justice Information System.)

From : Shella & Roy Johannesen
Sent: Monday, April 4, 2022 5:04 PM
To: DavidBell
Subject: Fwd: aco

David can you read this

Sheila Johannesen Danville NH
603-382-3679

- *Original Message -*
From : Dennis Griffiths
To: Shella & Roy Johannesen
Sent: Mon, Apr 4, 2022 4:35 pm
Subject: Re: aco

Hi Sheila,
Here's the info report:
I spoke with the following people:
Lt. John Sable, Sandown PD; David Bell, Senior Account Representative Central Square (IMC);
Chief Wade Parsons, Danville PD; Brynda Poggi, Network Administrator Rockingham County Sheriff's Office
Key Points-
- The current quote for - \$15K is for a complete setup which requires a centralized server for the application in addition to a client end device (i.e., your laptop).

It does require server and workstations, typically a system that is already in use for the town or agency. A

laptop can be used either via VPN setup by the town/agency or by purchasing the IMC mobile client, which was not part of the quote.

All current IMC setups for local PDs are housed in the Brentwood Data Center and are running on servers there.

Each jurisdiction has purchased a license to enable cross-connection sharing of department data. The quote in hand does not contain this software feature, and, since you are considered a civilian, even if the feature was purchased, could not be implemented on the solution setup. Effectively, this renders the solution as a complete standalone system with no connectivity to any PD or agency.

The quote does contain data sharing. It is called Cross Agency. It is possible, depending on the State CJIS requirements for Cross Agency, that you may have to be CJIS certified to access it. This is not controlled by IMC.

If purchased and built as a standalone (and housed somewhere in Danville or Brentwood), a hardware server would be required to be purchased to host the IMC application. This type of server and operating system is, at a minimum, several thousand dollars on the low end and would require a maintenance contract, software contract, backup solution, and an administrator to maintain it.

Again, it is typically added to a current server. We recommend a separate server for the switch, but many agencies have both on the same server.

The IMC software is End-of-Life, not end of support (yet). Meaning, IMC will no longer be receiving any updates or other software engineering proactively. It is expected within the next 18-36 months that IMC will be completely removed from support and customers will be given the option to migrate to the Enterprise platform that is based on a separate platform technology that Central Square also publishes. It is expected that a 50% discount will be provided, based on the sale price of those who are currently using IMC. Round #'s, in this case, is - \$7.5K additional purchase to upgrade, not including the professional services and whatever additional hardware requirements will be needed.

Rockingham Sheriff's is about to put out an RFP for the replacement of the solution, and the winner may not be Central Square.

IMC is not end of life. End of life is defined as no longer supported, which it is. There will most likely not be any enhancements, but we will continue to update for state specific requirements and fix bugs. Based on the needs of the DCO, there should not be any enhancements needed for reporting purposes. It is not expected that IMC will be end of life at any point in the near future, pending a technology issue with Microsoft's Visual Basic or Action for the database. We have 600 customers on IMC and it would take us years to get them all off if we decided to end of life. We are providing 50% discount on software to migrate to another Central Square platform. The Pro platform is managed services, which includes servers, and is significantly more than IMC, even with the discount. That is why IMC was proposed.

My early opinion was that the best, most viable option was to have an additional license allotted from the Danville PD, effectively using their system. However, after learning there are CGIS and NCIC requirements and concerns that dictate a user be under supervision and oversight by the PD, this is not an option. Since you are an elected official and the Danville PD has no oversight, this scenario does not fit.

I can't answer to CJIS requirements for the DCO to use it, I would check with surrounding cities that have the PD and ACO on the same system.

Ultimately, you are stuck in a spot where the access you want is not available to a civilian. Even if the software, hardware, services, and support were free, it would be an overkill solution. You would not be able to share to or from any PD using the solution. Effectively, it would become a large, cumbersome, expensive solution for

the sole purpose of capturing data that could not be shared by you via the system to anyone else, or vice versa.

It may be overkill as far as what you want to use the system for and what the system can do. What I can't answer is based on where you are now, what the benefits would be going to IMC. Possible benefits could include alerts for PD and FD through Cross Agency, better reporting to the town, getting address and personal information in one location, and easily accessible.

At this time, I would recommend continued use of your current method, which I am not sure what that is. Barring having that info, I think MS Excel, although not built for this purpose, could be a good tool for you to enter your information and be able to sort, filter, find.

I can share this information I learned with the Bos, or you can if you prefer. I'd rather see you withdraw the request for the \$15K budget approved item, rather than me having to detail all the findings and then recommend against the purchase approval.

We can chat live and I am more than happy to answer any questions for you.

You can reply to the email or we can catch up early before the meeting tonight.

*Kind regards,
Dennis Griffiths*

Dennis states that he feels there is not much disputed in Mr. Bell's responses. He does note that he has his own definition of what "end-of-life" is, defining it as "when a company no longer plans on building up the next major edition (of the software)." He also notes that he did not state that the IMC software was "at the end of support."

Dennis states that what he "gleaned from his conversation with Mr. Bell is that they have engineers that maintain several different applications. These engineers have to have multiple skillsets and people with IMC skillsets leave. He notes that the IMC software "is a specialty software and in order to be cost-effective from software publishing, even hardware, they want to try to keep skillsets in all the same products that you're selling so you can move people around and be effective. If they (Central Square) have to support something different on two sides that don't meet, at some point (the company) needs to 'fish or cut bait'. At some point, Central Square decided that IMC is not worth continuing to develop."

Dennis explains that Brynda at the Sheriff's Office is very solid and confident in her information. She has stated that in 18-36 months, for all intents and purposes, IMC wants them "out of their hair." They want everybody to move up to the next level product (Enterprise) and shelve the IMC engineering unit, that product and move on. Dennis notes that the product could still be around for another 5-6 years, as long as a maintenance (agreement) is kept paid. But whatever happens, the support will start to dwindle.

Dennis assures Sheila that "he went to bat for her and had no agenda. He was looking at how they (the BOS) could get this, and how does it make it. But ultimately what he got was that even if this was all free, he doesn't understand what the value is because she's not connected to the Police Dept." Dennis clarifies that he's referring to the cross-connection component of the software and that she can't see anything. Sheila agrees.

Sheila states that the only thing she was able to do (and that was until 2011)... she would go to the Police Dept. and enter her notes on their computer. She had access only to loading her reports and now that would still be the only thing she could still "get into." Dennis explains that it (IMC) would only work if "her server and their (Police Dept) server talked to each other." He asks Sheila how she would make that work given that all the servers for all the police depts., specifically Danville, operate from a data center in

Brentwood, and her server can't go in there. Dennis explains that Sheila could send connections to the Brentwood server, but Brynda will say no to that connection. Dennis asks that even with standards of access, what difference does it make if the systems aren't talking to each other? He notes that if the systems could talk to each other, he'd have an entirely different viewpoint on it. Right now, all that IMC is, is a stand-alone note taker. Sheila states that all her records are now are a piece of paper in a notebook. She explains that when someone comes down and wants documentation of a report, they're going to just have a piece of paper.

Dennis confirms that Sheila has a laptop with MS Office applications and explains that she could open up Excel and create columns with names, addresses, notes, visits, dates, etc. She could put all the information in after each call. He explains that if she gets a request, she can press "find" and Excel will collate all that information for her to print. Sheila states that she can't print from the laptop. Dennis asks why she would want a server application that requires an administrator. He notes that he "doesn't understand how this is all going to work, we're going in circles." Sheila states that she has never been able to print from the laptop. Dennis responds with "let's solve that problem. It is much cheaper to solve than to invest \$15,000 and then making that thing print."

Sheila states that she had the IMC license up until last fall. Dennis notes the license has to be granted by Chief Parsons. He states that he spoke to Chief Parsons and asked how to get a license on their system. Chief Parsons stated that in order to get a license on their (Danville Police Dept's) system, that person has to be under his oversight. Dennis confirmed that if the ACO was under Chief Parson's oversight, and he (Chief Parsons) had supervisory control.... Chief Parsons added they would also have to have the right credentials; they would have to pass certain credentials to even get into certain levels (of IMC) otherwise he's not giving access to it (IMC). Chief Parsons clarified that this was not about Sheila, it was about a civilian whom he has no oversight over being attached to a computer system that is designed for law enforcement that he is in charge of and responsible for.

Dennis explains that he understands Chief Parson's position and gives as an example if he was able to access the Fire Dept.'s software and "browse around in it." Dottie states that's not what Sheila is trying to do, explaining that the particular module she wants to use would only allow her to enter the information and send it to the Police Dept. Sheila would not even be able to retrieve that information if she ever needed to. Dennis confirms that Sheila can't do that now. He clarifies that he could set up the IMC system complete with all the rules that were laid out, but the system still would not be able to talk to the Police Dept. because in order to do that she (Sheila) would have to connect the Brentwood data center and she is not allowed to do that because she is a civilian.

Dennis states that Brynda "has no ax to grind." She is just a network administrator and has stated that "no one who is a civilian can connect into our law enforcement computer system." Sheila states that all the ACOs are civilians and they have IMC access. Dennis explains that those ACOs are supervised by their local Police Depts.

Shawn emphasizes that this is the issue. The other ACOs have been authorized by their local Police Dept. Chiefs to use their Police Dept.'s IMC system. Shawn reminds her that because she is elected, she has no oversight. Sheila states that it doesn't make a difference. Shawn disagrees. Dennis states that it does make a difference to Brentwood. Shawn notes that he came to understand this difference some time ago and he thanks Dennis for independently researching the issue and coming to the same conclusion. There is a discussion on this issue. Sheila reiterates that she is "going this far with it because it is important." Shawn expresses his concern that Sheila "wants to spend all this money on something that is not possible to solve her needs."

Steve notes that he's not aware of what the Police Dept. is mandated to do, but speaking for the Fire Dept.; he explains that when they go on a medical call, they have to log into a State-run system, it costs

the Town nothing as the access is provided by the State, but he is mandated to do that. Steve explains that the Fire Dept. has also purchased firehouse software and pays for annual maintenance. The State is in a transition and will provide everything at no cost. Steve states that he feels it is an unfunded mandate that costs the Danville taxpayers as the State's mandates are adding time to the Fire Dept. calls. He explains that last year the State warned that if the Fire Dept. did not participate in Temsis (the State medical records system) the Fire Dept. would lose their ambulance license. And he has to export all his fire calls to the State Fire Marshall's Office monthly.

Steve asks Sheila "who is mandating that she keeps reports that require a \$15,000 software. Is she mandated or is this her personal choice of how she wants to run her department?" Sheila states that it's not mandated, but will be. She confirms that Steve's system has individual logins for each member of the Fire Dept. and that is the same as with IMC. Dennis clarifies that it is only if she has a user account on the system and that right now, she does not have one and she "wants something she can enter her notes into and transfer them to the Police Dept. and/or pull information that she is allowed to see on a very limited basis."

Dennis explains that if this was the case, he would recommend that the BOS "get her a license on the system because the Police Dept. already has the software." He reiterates Chief Parson's response that because Sheila is not under his supervision, and he's responsible for the system and every user on it is accountable to him; without that supervision, there is no accountability and he doesn't want to take that risk."

Dottie explains that she was at the BudCom meeting when this was discussed. BudCom asked the Police Dept. if Sheila gave them the information, would they enter it into IMC for her. The response from the Police Dept. was that "they were too busy." Dottie states that she would like to see more cooperation. Dennis agrees. He suggests that Sheila could set up a template file that would copy the information for the Police Dept. and save them time rather than handing them hand-written notes. Dennis reiterates that he likes the idea of there being cooperation. Dottie notes that Sheila's calls are dispatched by the Rockingham Sheriff's office and they are given an incident number, so all that information should be connected. Dottie states that she believes it all boils down to the fact that "this is disconnected and why we can't work together." She reiterates that the Police Dept. stated at the BudCom meeting that "they were too busy."

Dennis explains that the BOS needs to "re-approach the 'no', find out why the 'no', and figure out a way to change the 'no". He clarifies that the current discussion is not about the (IMC) system, but about digitally capturing the notes, getting them to the Police Dept. and having them enter these into the IMC system. He agrees that he thinks this is, and that it sounds like it is, important.

Sheila agrees. She explains that when this information is in the system, there may be notes with warnings necessary for officer safety, such as the existence of a vicious dog. Dennis agrees, noting there are several ways to accomplish this. He states they can use the ACO laptop to accomplish the technical component (i.e., a file) and figure out a way with LT Mercer to enter the information on their system. He reiterates that Sheila's approach (purchasing the IMC software) is a "gigantic waste of money."

Shawn motions that the BOS does not purchase the IMC software due to a variety of issues and "holes" in the proposal. Second by Steve. There is further discussion.

Sheila reminds the BOS that she spoke to Jonathan Cowl at NHMA and reads the following:

"Mr. Chair, I spoke to NH Municipal legal Atty Jonathan Cowal regarding your refusal to sign the contract. The town voted in March on the operating budget. The BOS does not have the right to refuse to sign this contract, this was passed through town vote in March, it went through the process and was voted on by

the town voters. The towns operating budget passed. Your refusal to sign or the Boards refusal to sign this contract is a violation of our “oath of office”, NH RSA Chapter 42:1 Oath Requiredⁱⁱ and the NH State Constitution Part 2 Article 84ⁱⁱⁱ Oath of Office. Oath of office NH RSA 42:1

TITLE III TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES Chapter 42 OATHS OF TOWN OFFICERS

Section 42:1

42:1 Oath Required. – Every town officer shall make and subscribe the oath or declaration as prescribed by part 2, article 84 of the constitution of New Hampshire and any such person who violates said oath after taking the same shall be forthwith dismissed from the office involved.

Source. RS 35:1. CS 37:1. GS 38:1. GL 41:1. PS 44:1. PL 48:1. RL 60:1. RSA 42:1. 1969, 372:4, eff. Aug. 31, 1969.

Section 42:1-Manner of Dismissal; Breach of Confidentiality. –

I. The manner of dismissing a town officer who violates the oath as set forth in RSA 42:1 shall be by petition to the superior court for the county in which the town is located.

State Constitution - Oaths and Subscriptions Exclusion from Offices, Etc.

Part 2, Form of Government, Oaths and Subscriptions Exclusion from Offices, Etc., New Hampshire State Constitution.

[Art.] 84. [Oath of Civil Officers.] Any person chosen governor, councilor, senator, or representative, military or civil officer, (town officers excepted) accepting the trust, shall, before he proceeds to execute the duties of his office, make and subscribe the following declaration, viz.

I, A.B. do solemnly swear, that I will bear faith and true allegiance to the United States of America and the state of New Hampshire, and will support the constitution thereof. So help me God.

I, A.B. do solemnly and sincerely swear and affirm that I will faithfully and impartially discharge and perform all duties incumbent on me as, according to the best of my abilities, agreeable to the rules and regulations of this constitution and laws of the state of New Hampshire. So help me God.

Dennis asks what if IMC and Central Square were on the brink of going bankrupt- would the BOS still have to sign the agreement? Shawn states that he disagrees with Attorney Cowl’s assessment. There is further discussion. Sheila ends by stating that she can have them removed from office.

Shawn calls the question on his motion and calls for a vote. The vote is 3-yes, 2-no, no abstentions. (3-2-0). Shawn, Steve, and Dennis vote yes. Dottie and Sheila vote no. The motion passes and the IMC software will not be purchased.

Assessor’s Resignation: Shawn explains that Mr. Smith is not resigning, but has notified the BOS of his retirement. The BOS currently has a multi-year contract with Mr. Smith that allows for one-year extensions. Mr. Smith has informed the BOS that he will be retiring at the end of FY2022 and the BOS will need to look for another provider for Assessor services starting with FY2023. He wanted to bring this to the BOS’ attention so they could begin the process of selecting a new assessor as early as possible.

Dennis asks what the process would be. Shawn explains that the BOS will need to create an RFP and put that out for bids/applications. Dennis suggests that perhaps the BOS could contact surrounding towns for assessor information. Shawn agrees and recommends that after the RFP is written, the BOS should contact these towns for direction. Shawn asks Kim to put the Assessor RFP on a future agenda.

III. Old/New Business

Signature File: The BOS reviews and signs the payroll and payment warrants provided in the file. There is a brief discussion regarding an abatement request that has been reviewed by the Assessor who has

recommended that there be no changes to the request. Shawn notes that to go any further with the request would require the BOS to review a full set of that person's financials.

Shawn asks for clarification on the Hazardous Mitigation Plan. Kim explains that the BOS needs an extension to file that paperwork. Sheila motions to authorize Shawn to sign the extension, noting that "they" have been working on the plan. Second by Dottie. Vote is unanimous (5-0).

Shawn reviews a letter to AFLAC establishing Kim as the HR overseer and Patty Sarcione as the payroll contact for the policy. Sheila motions to authorize Shawn to sign the letter. Second by Dottie. Vote is unanimous (5-0).

Shawn reviews the release for the John Burnett Revocable Trust. He explains the deeds to the bequeathed land have been through the requested legal review and approved. He notes that at the last meeting the BOS voted to accept the land contingent upon this final step. Sheila motions to authorize Shawn to sign the release. Second by Dottie. Vote is unanimous (5-0).

Sheila asks Steve how many Fire Ward signatures are required for the Fire Dept. payroll. Steve states at least two (2) Fire Wards must sign the payroll warrants, however, he needs at least two (2) weeks to get those signatures due to the Fire Ward meeting schedule. He explains that on the monthly payroll, he only has a seven (7) day window, so he will sign the payroll warrants so that they can be submitted on time and the Fire Wards will sign them later. He notes that if he had to wait until the Fire Wards meet, it would delay the payroll checks.

Annual Commission/Committee Appointments: Shawn explains that this is usually done at the first BOS meeting in April. He asks if any of the positions were contested, noting that the reason this is done in April is to provide everyone interested with the opportunity (to apply). Sheila asks if the open positions were posted or put on the Town's website. She reiterates that the open positions should have been put on the Town's website. Kim explains that the open positions are usually discussed at each individual Commission/Committee meeting. Sheila again reiterates that these openings should be posted. Dottie states that she believes the open positions should be noted on the BOS Agendas under "Town Announcements." Shawn notes there is a difference between an open (i.e., vacant) position and the renewal of current members. Dottie clarifies that she's not talking about the open positions that are elected, only the ones that the BOS appoints members to. The following appointments/member renewals were made:

- ✚ Carsten Springer to the Conservation Commission and Forestry Committee. Dottie motions to confirm this appointment. Second by Sheila. Vote is unanimous (4-0). Steve is absent from this vote.
- ✚ Sayra DeVito to the Forestry Committee as an Alternate. Shawn motions to confirm this appointment. Second by Steve. Vote is unanimous (5-0).
- ✚ Karen Cornell to the Recreation Committee. Dottie motions to confirm this appointment. Second by Sheila. Vote is unanimous (5-0).
- ✚ Chris Stafford to the Zoning Board of Adjustment (ZBA). Dottie motions to confirm this appointment. Second by Sheila. Vote is unanimous (5-0).
- ✚ Michelle Cooper to the Zoning Board of Adjustment (ZBA) as an Alternate. Dottie motions to confirm this appointment. Second by Steve. Vote is unanimous (5-0).
- ✚ Roger Whitehouse to the Cable Committee. Shawn motions to confirm this appointment. Second by Steve. Vote is unanimous (5-0).
- ✚ Barry Hantman to the Cable Committee. Steve motions to confirm this appointment. Second by Shawn. Vote is unanimous (5-0).
- ✚ Sheila Johannesen to the Community Center Committee. Dottie motions to confirm this appointment. Second by Sheila. Vote is unanimous (5-0).

- ✚ Sharon Woodside to the Recreation Committee. Dottie motions to confirm this appointment. Second by Sheila. Vote is unanimous (5-0).
- ✚ Kathie Beattie to the Recreation Committee. Dottie motions to confirm this appointment. Second by Sheila. Vote is unanimous (5-0).
- ✚ Sonia Landry to the Recreation Committee. Dottie motions to confirm this appointment. Second by Sheila. Vote is unanimous (5-0).
- ✚ Carol Baird to the Heritage Commission. Dottie motions to confirm this appointment. Second by Sheila. Vote is unanimous (5-0).

Shawn explains that he has received a note from the Conservation Commission requesting that the BOS appoint Brian Heide to the Conservation Commission as an Alternate. He was unanimously approved by a vote by the Conservation Commission. Shawn notes that Mr. Heide will need to fill out the appointment application and be confirmed by the BOS.

Minutes: The BOS reviews the minutes for the March 21, 2022 BOS public meeting. Dottie notes that on line #214, the speaker identified in the Delegate Session as Scott Barr should be corrected to Kevin Dube. All further references to that speaker will also need to be corrected to Mr. Dube's name. Sheila motions to accept the minutes as amended. Second by Dottie. Vote is unanimous (5-0).

The BOS review the minutes for the March 21, 2022 BOS Non-Public session under NH RSA 91-A 3:II(c). Sheila motions to accept the minutes as written. Second by Shawn. Vote is unanimous (5-0).

Shawn reads the Town Announcements listed below. He explains that the BOS meeting scheduled for Wednesday, April 6 with the bidders/vendors for the 599 Main St. RFP will NOT be a public meeting. The BOS needs to do its due diligence and this will require some "pointed questions." Each bidder/vendor will meet with the BOS for one-half hour to discuss their response to the RFP.

IV. Town Announcements

Calendar

- ✚ **April 6- Wednesday:** Board of Selectmen's meeting: Interviews with the bidders/vendors for the 599 Main St. RFP. 7:00 PM Town Hall. **Please note this will be a Non-Public meeting under NH RSA 91-A 3:II (d)**
- ✚ **April 9- Saturday:** Rabies Clinic hosted by the Danville Police Dept. 10:00 AM-1:00 PM at the Kimball Safety Complex
- ✚ **April 11- Monday:** Bulk Pickup sign-up deadline. **(No exceptions)**
- ✚ **April 18- Monday:** Board of Selectmen's meeting at 7:00 PM at the Town Hall
- ✚ **April 23- Saturday:** Bulk Pickup start time 7:00 AM
- ✚ **April 30- Saturday:** Household Hazardous Waste Collection: Plaistow Public Works Facility at 144F Main St. Plaistow, NH from 9:00 AM to 12:00 Noon.

As there are no further items to discuss Shawn motions for a Non-Public session under NH RSA 91-A 3:II (c). Second by Steve. Roll Call vote: Shawn-yes, Steve-yes, Dennis-yes, Sheila-yes, Dottie-yes.

The public session of the BOS meeting ends at 8:30 PM

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

Respectfully Submitted
Deborah A. Christie

ⁱ State of New Hampshire. NH RSA Title III-Towns, Cities, Village Districts, and Unincorporated Places. Chapter 42 Oaths of Town Officers Section 42:1. Online at www.gencourt.state.nh.us/rsa/html. April 04,2022.

ⁱⁱ Ibid

ⁱⁱⁱ State of New Hampshire. State Constitution Part Two: Form of Government, Oaths and Subscriptions, Exclusions from Offices, etc. Article 84: Oath of Civil Officers. Online at <https://www.nh.gov/glance/oaths.htm>. April 4, 2022.