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Town of Danville
Board of Selectmen
Tuesday, May 31, 2022
7:00 PM

6:55 PM

Meeting is Video-Recorded

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

Others Present: Kimberly Burnham, Selectmen's Administrator

Dottie called the meeting to order at 6:55 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

There were no members of the public in attendance at tonight's meeting. Therefore, there was no need to open the Delegate Session. Dottie moves directly to the agenda.

II. Agenda

RFP for Assessing Services: Kim presents the BOS with the first draft of the RFP for the Town's annual assessing services and cyclical evaluations. Dottie asks Kim to read the first paragraph of the RFP. Kim explains that this is only the first draft for the BOS to review. Dottie suggests that the BOS review the draft and plan to address it at the next meeting.

ACO's draft SOP questions: Sheila asks to move this discussion to the next meeting when all BOS members are present. There is no other discussion on this issue.

III. Old/New Business

Signature File: Dottie confirms that all the BOS members have reviewed and signed the pay warrants and the payroll warrants. Dennis notes that he is still working on the file. Dottie asks if there are any items in there that she needs to address. Kim confirms that there are a couple of documents in the file that require Dottie's signature as Shawn is absent.

Technology Firewall: Kim explains that not all the BOS members were included when the information on these proposals was distributed. Dennis states that he will explain and discuss this with the BOS.

Dennis explains that the Town has received a proposal to upgrade the technology firewall at the Police Dept. The manufacturer of the firewall has provided the price of two different models of this firewall and the proposal also includes cost of labor for the installation. Dennis notes that he has a couple of questions that he would like answered. 1) In their estimate for the replacement of the current firewall, RMON has stated the reason for the replacement is that the current firewall is not CJIS compliant. Dennis explains that he wants to better understand what that means. He notes that his understanding of CJIS compliancy is that it does not mandate any certain vendors, but rather provides guidelines for network parameters. 2) Dennis states that he wants to understand what the Town is currently not doing and how a new product would change that. He reiterates that CJIS compliance is not a "product specific thing and that he is confused at the reasoning of the proposal and wants to better understand what is driving the upgrade request." He notes that he does understand that the Town's

hardware is older and probably needs to be replaced, but wants a better understanding than what RMON has given him. He has asked to meet with Crystal, RMON's Customer Success Manager in person, to discuss this issue as well as some wireless issues at the Police Dept. That meeting has been scheduled for next Tuesday, June 7, 2022 at the Town Hall. The consensus of the BOS is to table further discussion until the next meeting so that Dennis can provide more information on this issue.

Kim confirms with Dennis that she has the approval to move forward with the earlier proposals for the license upgrades/renewals for MS Office 365 and the purchase of two (2) 24-port switches for the Town Hall network. Dennis states that he is fine with purchasing the MS Office 265 licenses as proposed and confirms that Kim has received an updated proposal with the costs for two (2) 24-port switches.

Dennis explains that RMON has submitted another proposal to replace and upgrade the Town Hall network switch. The original proposal was to replace two (2) older 24-port switches with one (1) new 48-port switch. Dennis states that he disagreed with RMON's proposal because the industry preference is for redundancy and resiliency. He explains that he requested that RMON replace the two (2) older switches with two (2) new 24-port switches, noting that if there was an equipment failure, the Town would only lose one-half of the connections and not the whole network system. RMON had stated that they had proposed the 48-port switch because it was the only one in stock. The cost for this switch was \$1100. Dennis explains that there are major supply chain issues in IT, but he doesn't feel the Town is in a dire situation and the instant availability should not be the reason that the Town chooses a product. He states that he asked RMON to go to a proper model, using the two (2) smaller switches, and the Town will wait until they are available. Dennis states that change reduced the cost of the switches to \$800 and will result in a better network layout design. He confirms with Kim that she can proceed with the purchase of the MS Office 365 licenses and the two (2) 24-port switches.

Kim explains that Dottie will need a motion to sign the two "scope of work" contracts from RMON. Dottie states that she does not have the Signature File with her.

Minutes: The BOS review the minutes for the May 16, 2022 BOS public meeting. There are no corrections or comments. Sheila motions to approve the minutes as written. Second by Dennis. Vote is unanimous (4-0).

Dennis motions to accept the proposal from RMON for the renewal and upgrade of the MS Office 365 licenses. Second by Steve. There is no discussion. Vote is unanimous (4-0).

Dennis motions to accept the proposal from RMON for the network switch upgrade. Second by Steve. There is no discussion. Vote is unanimous (4-0).

Community Center Property Damage: Kim states that the claim made for property damage to the Community Center has been paid in full and the damage has been repaired. The property damage involved the back stairs to the Community Center.

Scanning and Digitization Update: Kim states that she has received updated quotes from Jake Becker of Recordsforce and Ray Feoli of Inception for the scanning and digitization of the Police Dept. records. She will provide copies of those proposals to the BOS tonight. She notes that both companies have also sent a short tutorial of their systems that she will e-mail to the BOS so that they can review them and write down any questions that the BOS would like to address with the representatives. Kim explains that she hopes the BOS will make a decision on which vendor they would like to use at the next BOS meeting. She explains that Mr. Becker and Mr. Feoli have suggested that they return to meet with the BOS, but their presentations would be over an hour-and-a-half, too long for a meeting. Sheila confirms with Kim that Mr. Feoli was able to meet with the Police Dept. to do his proposal.

Non-Public Minutes: The BOS review the minutes for the May 16, 2022 Non-Public session under NH RSA 91-A 3:II(c). Steve motions to approve the minutes as written. Second by Dennis. Vote is unanimous (4-0).

IV. Town Announcements
Calendar

 **June 13- Monday:** Board of Selectmen's Meeting at 7:00 PM at the Town Hall.

As there are no further items to discuss, Dottie requests a Non-Public Session under NH RSA 91-A 3:II(c).
Roll Call Vote: Steve-yes, Sheila-yes, Dottie-yes, Dennis-yes.

The public session of the BOS meeting ends at 7:10 PM

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

Respectfully Submitted
Deborah A. Christie