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Town of Danville
Board of Selectmen
Monday, December 4, 2023
7:00 pm

Meeting is Video-Recorded

Selectmen present: Shawn O’Neil, Chairman; Annemarie Inman, Vice Chair; Joe Hester; Sheila Johannesen; Dennis Griffiths

Others present: Kim Burnham

Shawn called the meeting to order 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

No one was present as a delegate.

II. Agenda

RMON SOW

Dennis explained that the price of the hardware was reduced by about \$800.00 which is in line with the normal selling price. The original price quoted was the list price. Sheila made and Annemarie seconded the **motion to approve the chairman to sign the contract for the RMON Community Center firewall and switch**. The motion **passed** unanimously. The total cost is \$4,002.35.

Sheila made and Joe seconded a **motion to have the chairman sign the annual contract for services from RMON**. The motion **passed** unanimously. There are various categories of hourly rates in the contract. Kim said that all of this is accounted for in various department’s budgets.

2024 Warrant Articles

Notice has been sent to all town departments regarding warrant articles. Kim has not received anything yet. January 9th is the last day for voters to petition the Selectmen to include a warrant article if the petitioned article proposes a bond. This is the date given to department heads to get all suggested articles to the Selectmen. Shawn said there should be typical articles from departments, such as those for the Fire Department revolving funds, etc.

Sheila asked about the suggested wording for a possible article regarding elderly exemptions. There have been prior warrant articles addressing modifications to the dollar amounts. These can be reviewed as a reference.

The Planning Board has reviewed their revisions to the Zoning Ordinance and pertinent warrant articles.

Emergency Management Budget Discussion

The Emergency Management budget has always had CodeRed as part of its budget. CivicPlus was added to it but is a separate entity. Shawn said he’d support combining these as a way to reduce the cost, but

each, CivicPlus and CodeRed, have unique features. Announcements of town activities such as Old Home Days have been traditionally done by Chief Parsons through CodeRed. It was agreed that he has a good voice for these and does well with the announcements. CodeRed has many critical features, including being able to specify certain addresses for a given announcement. Dennis said CivicPlus has this feature also, but the component needs to be turned on. CodeRed had to be integrated with 911 so was extremely accurate. It is unknown if CivicPlus has the same accuracy.

Sheila pointed out that CodeRed was not taken out of the Emergency Management budget last year. It was probably erroneously charged to a different account. This has been remedied for next year's budget. CivicPlus will be coming out of the IT budget. Kim said the Budget Committee zeroed out both lines. Sheila said there was a miscommunication with Budget Committee. Both budgets are on the agenda for discussion tonight to add the amounts back to their respective budgets. These will then be sent to the Budget Committee for their review.

Budget Updates

Sheila asked if, when the Selectmen approve a budget, and it is then approved by the Budget Committee, can the Selectmen revise that budget. Shawn said that it's the Selectmen's budget and Budget Committee is not responsible for any of it. The CodeRed and CivicPlus are programs that have been active for many years so Budget Committee is in error to say it won't be funded any longer. Opening an approved budget as a corrective action is fine.

Shawn said the Emergency Management budget already came to the Selectmen for review, including the amount for CodeRed which is \$3576.00. The Executive budget was reopened for discussion.

Dennis said the application name that we're dealing with is CivicAlert; the umbrella is CivicPlus. He explained that he'll take the next 6-8 months to work on CivicAlert. He plans to get the same database of numbers that have been agreed upon, see about training and work with department heads and other individuals to ensure the features are the same if not better than CodeRed. This will be a test to see if CivicAlert is the program we want. At that point, it can be determined whether to keep it or CodeRed. Shawn said the message can be sent that one of the programs will be sunset.

Sheila asked about the website being with CivicPlus. Dennis explained that CivicPlus was used as a communication vehicle for the PD Building Committee and can be used by any committee or individual, but it never got that far. If the program is just a parity of CodeRed, we can stay with CodeRed. If we can use CivicPlus, adding more groups, we can replace CodeRed and Wade can use CivicAlert. We're already paying CivicPlus for our website, of which CivicAlert is a component and we've budgeted \$4,200.00 for this. Dennis said it may make more sense in the budget spreadsheet to call it "CivicAlert" rather than CivicPlus.

The Board discussed their opinions that CodeRed didn't keep up with technology or the needs of municipalities. It is a direct competitor of CivicPlus.

Shawn said we need to add \$4,200.00 to the IT budget, making the new total \$57,686.00, an increase from the previous \$53,486.00. Sheila made and Joe seconded the **motion to approve Budget 4150.06 IT in the amount of \$53,486.00**. The motion **passed** unanimously.

The funding of RecordsForce through the ARPA funds needs to be added to the Executive budget. The previously approved total for this budget was \$225,463.00. Sheila made and Dennis seconded the **motion to approve Budget 4130.02 Executive in the amount of \$229,633.00**. The motion **passed** unanimously.

III. Minutes

The minutes of November 27, 2023, were reviewed. Sheila made and Joe seconded a **motion to approve the November 27, 2023, minutes as written**. The motion **passed** unanimously.

IV. Old/New Business

Candidacy Declaration: The timeframe for new candidates to sign up with the Town Clerk to have their names on the ballot will be added to the list of announcements.

Regarding **RecordsForce**, Kim explained that the Town Clerk and police chief are all set and have no questions for them at this time. They are still moving forward with them. The \$2400.00 added to the budget tonight will cover the costs. Kim said that up to 50,000 documents can be scanned and we're currently not close to that number. She was told the maintenance fee for the Town Hall will probably never be over the current \$350.00 cost. This is the minimum per month cost. The PD won't receive a monthly maintenance fee due to CGIS regulation.

Air Force Enlistment: Joe announced that Danville's son, Nicholas Rera has enlisted in the United State Air Force and will leave Tuesday, December 5, to start his career as a Signal Intelligence Analyst. He was wished good luck and asked to make Danville proud.

Anticipated Revenue Statement: Shawn explained the income statement for the revenue for the anticipated budget. He said that an estimate is first made, then an updated statement is due September 1. This update accounts for any unexpected revenue that comes in, or any expected revenue that does not come in. This updated statement is what's used in the offsetting of tax base calculations.

Sheila asked about the block grant money. This had been spent already but Sheila said she thought it was missing from the Road Agent's budget. Kim said there is still work to be done by MRI to show the revenue has been appropriated correctly. The Road Agent is aware of this.

Regarding the revenue statement, there was a short discussion of vehicle registrations. The actual revenue is currently less than the anticipated amount, but there are four weeks left in the year. Shawn said the entire spreadsheet is "hot off the presses" and should be analyzed more in depth before any proposals are made. There are many lines that are highly variable, such as the Old Home Days revenue and marriage license revenue. This will be on next week's agenda.

Timberlane Regional School Board: Shawn explained that the Sandown School Board representatives reached out to their Selectmen and asked to be on their agenda. In light of this, Shawn invited Kim McCormick, the senior Danville representative on the School Board, to an upcoming Selectmen's meeting. He said it was his hope to discuss the upcoming election and hear her thoughts on the budget. He read the invitation as sent by the office, summarized below, with the entirety attached to these minutes.

- The Board of Selectmen invites Ms. McCormick to an upcoming meeting, and several dates are given, with a request to let the office know which one works best.

Ms. McCormick's response, paraphrased below, is attached to these minutes in its entirety.

- Ms. McCormick says she respectfully declines the invitation to attend a Selectmen’s meeting.
- She says that any concerns may be brought to a School Board meeting during the delegate portion of their meeting.
- The delegate session as conducted by the school board is briefly outlined: a small amount of time is set aside to hear inquiries and concerns that might be added to a future school board meeting agenda.
- She and Brienna Woodworth, the other Danville representative, have reviewed recent correspondence and found nothing from Danville that hasn’t already been addressed.
- She is not aware of any Right to Know inquiries from Danville residents.

Shawn said that he’s served on the school board for several years and explained their delegate session is not conducted in a similar manner as this Board of Selectmen. He said that if a delegate speaks to the Selectmen, there is back and forth dialogue, and when appropriate, time is set aside on the agenda for the discussion and to have questions answered. The school board limits a delegate’s time to speak and does not engage in any discussion with the delegate. He said that Ms. McCormick’s response is a cop-out and is cowardly. He said the school board representatives are elected to perform fiduciary responsibilities, which involves having concerns addressed and being able to explain the thinking process on a variety of items resulting in votes and decisions on a various topics.

Annemarie said she was contacted by Brienna Woodworth. They met this morning and Annemarie said they had a robust conversation. Ms. Woodworth is willing to come to a Selectmen’s meeting and has coordinated with a member of the school budget committee (Michael Mascola?) who has agreed to join her. Ms. Woodworth would like to have residents submit questions ahead of time so that she can research answers before the meeting as much as possible. Annemarie said she can be contacted through the website portal with comments and questions. If someone is not able to do that, something in writing can be given to Kim in the Selectmen’s office and this will be forwarded to Ms. Woodworth, who also asked if the meeting room has presentation capabilities, which it does. All the inquiries will be collected by Annemarie by December 20 or 21 to ensure there is time to find answers, and these two representatives from the school boards can be on the agenda January 8, 2024, the first meeting of the new year. Ms. Woodworth told Annemarie that, if during the meeting she is asked a question to which she does not know the answer, she’d appreciate the courtesy of time to find the answer. She said she wholeheartedly welcomes open communication.

Annemarie said she wants this discussion with the members of the school boards to be very open and very respectful. She said this is a great opportunity. Shawn said we can let Barry know of the meeting plans and any presentations that Ms. Woodworth has can be loaded ahead of time. Annemarie said she’ll take any questions from residents, mailed, emailed, handwritten notes, or she can meet someone at the town hall. Sheila said she can write a letter to the editor to be included in the newspaper. Annemarie said her email address can be included in the letter.

Sheila and Dennis responded to the email from Ms. McCormick, and their responses will be included with these minutes.

Kim said that as a tax collector, and with the recent tax bill being due, many residents have told her they will have difficulty paying their bill in full and some have also said they will have a hard time paying for groceries. She said many residents have questions for the school board that she wished had been

addressed before the bill was sent. Annemarie asked Kim to get those comments which can then be forwarded to Ms. Woodworth. Sheila commented that she has been in the office while residents have asked about elderly exemptions. Dennis said his question regarding the school portion of the tax bill is if we're getting a good value returned to us.

Sheila asked if Danville pays more than the other towns. Shawn explained that everyone is paying the same, but a town that has a greater tax base will seem to be paying less. He said that he's hoping to compose a warrant article to address the Articles of Agreement relative to special education and its cost structure. He said the state awards funds to the school district, which is then awarded to the town. The cost of that student is consistent across the board: if a special education student, including those learning English as a second language, is a specific amount, the state allocates funds but the district charges everyone the same. This is a lopsided proportion of money. The towns that receive more of the funds are paying less per student. Shawn hopes to propose that those things are considered such that there are different rates which are equal to the allocation by the state, so there is a net neutral. As it is today, the state funds for special education are applied to the district and the allocation to the individual towns is distorted.

Dennis concurred, saying that it should be town by town, not by district. When the per child cost is considered, some being subsidized, the proportionality across the towns is not even. He said if the Articles of Agreement were written in the spirit of proportionality, then there is a valid argument to make regarding this. He suggested wording the warrant article in plain language such that someone who reads it for the first time on voting day can understand it. Shawn said that if he's presenting this warrant article, he'll have to take a back seat to upcoming discussions regarding this, but that will be addressed when the time comes.

V. Signature File

Shawn briefly explained the documents from Plodzick to be signed in preparation for the next audit. This includes them contacting the town council regarding any current judgments and pending litigation. Sheila made and Joe seconded the **motion to approve signing the documents relative to the audit with Plodzick**. The motion **passed** unanimously.

Ransom ware and various IT security documents were reviewed. Sheila made and Annemarie seconded a **motion to authorize the Chairman to sign on behalf of the Board**. The motion **passed** unanimously.

VI. Announcements

Monday, December 11, 2023: Board of Selectmen's meeting at 7pm.

Monday, December 25, 2023: Town Hall is closed in observance of Christmas.

Wednesday, December 29, 2023: Senior coffee hour at the Community Center, 10am to 12pm.

Monday, January 1, 2024: Town Hall is closed in observance of New Year's Day.

Friday, January 5, 2024: Last day to file Citizen's Petition Warrant Articles with appropriations.

Tuesday, January 9, 2024: Last day for the Selectmen to publish notice of hearing on a bond or note.

Tuesday, January 9, 2024: Last day to submit Citizen's Petition Warrant Articles to the Town Clerk.

Tuesday, January 23, 2024: NH Primary Elections at the Community Center from 8am to 8pm.

Saturday, February 3, 2024: Town Meeting Deliberative Session, 10am at the Community Center.

With nothing more to discuss, the **meeting adjourned** at 8:07pm.

Respectfully submitted,
Janet Denison

Attachments to the December 4, 2023 minutes:

- Email correspondence between Shawn, Dennis, Sheila, and school board member Kim McCormick