



TOWN OF DEERING

Board of Selectmen

762 Deering Center Road
Deering, NH 03244

Meeting Minutes

April 18, 2019

Selectmen present: Allen Belouin, Rebecca Mitchell, Bill Whisman
The hearing was called to order at 1900.

MEETING MINUTES:

Meeting Minutes – April 4th.

Mr. Belouin made the motion to accept the minutes with changes to the names. Ms. Mitchell seconded the motion. The vote was unanimous and so moved.

New Business

Acceptance of Gift (Portable Interview System) for the PD in accordance with RSA 31:95-e

Roger Treadwell addressed the Board relative to the gift of the Portable Interview System for the police department. Mr. Treadwell explained that the current system is a demo unit valued at \$4,500 and certified as evidence grade (admissible in court) and is useful for small departments to conduct offsite interviews. There is a newer model now available and Mr. Treadwell was in possession of the current unit because the company no longer wanted it and as a Deering resident, Mr. Treadwell believed that it will prove useful to the department and Police Chief Pushee agreed. The TA explained that under RSA 31:95-e Acceptance of Personal Property Donated to Towns and Village Districts allows towns to accept gifts without a public hearing if the amount of the gift is less than \$5,000 so long as;

“...the board of selectmen or board of commissioners shall post notice of the gift in the agenda and shall include notice in the minutes of the board of selectmen or board of commissioners meeting at which such gift is discussed. The acceptance of gifts under this paragraph shall be made in public session of any regular board of selectmen or board of commissioners meeting.”

The remaining caveat for accepting gifts as outlined in the statute is that;

“No acceptance of any personal property under the authority of this section shall be deemed to bind the town or village district to raise, appropriate or expend any public funds for the operation, maintenance, repair, or replacement of such personal property.”

By accepting this gift, the Board is not bound to provide funding for the repair, maintenance, or replacement of the portable interview system. Mr. Belouin made the motion to accept Mr. Treadwell's gift of a portable interview system for the police department. Ms. Mitchell seconded the motion. The vote was unanimous and so moved. The Board thanked Mr. Treadwell for his gift.

Bid Opening – Fire Truck

The Board received two bids for the fire apparatus listed below. The TA explained that Greenwood Emergency Vehicles had sent a supplemental bid price because of a cost increase in steel.

Ferrara Fire Apparatus – Holden, LA

\$499,867

Greenwood Emergency Vehicles – Brunswick, ME

\$510,000 Option #1 / Option #2

The options are listed below.

Option #1 If the Town makes a partial payment with Greenwood at time of order in the amount of \$300,000, we will issue a credit for \$10,000

Option #2 If the Town makes a full payment with Greenwood at time of order (\$510,000) we will issue a credit in the amount of \$12,500

The Board directed Fire Chief Dan Gorman to review the bids for completeness and adherence to the designated truck specifications and to provide a written memo outlining the differences within his recommendation. The memo is due on April 25th. Fire Chief Gorman agreed.

ZBA Request for administrative assistance

Board members reviewed the request for assistance to the ZBA for the upcoming meeting. Mr. Belouin explained that the ZBA does not see many applicants, but the last two cases have been very time consuming. The Board briefly discussed raising the hourly compensation for a recording secretary and combining both the planning and zoning recording secretary. The TA suggested that the current planning board secretary, Lynda Winters, may be interested in the position. Given the short notice Ms. Kendall may be available on a temporary basis until a permanent solution is found. The TA raised the possibility that having Ms. Kendall provide assistance may well mean incurring overtime costs. Regardless, assistance will be available at the next meeting.

Highway Department

Road Agent Houghton briefed the Board on the department's monthly activities (see attached report). He also highlighted paving projects for the season. He explained that both Cross and Longwood Roads including Houghton Crossing that are in need of attention. Each stretch of road is approximately 3,700 feet. It is his opinion that it is possible to wait a year to pave Longwood, but paving Cross road this year is a better alternative as he is uncertain if Cross road can last another year. He also noted that he was replacing a number of culverts and installing catch basins where necessary this year and working on getting Driscoll Road into better shape.

Lake Host Program

Jon Stuart addressed the Board about the coming season's Lake Host Program by highlighting a few changes. He explained that last year he was paid \$1,500 to run the program, but that in the current year he will act as the point person and Hannah Knapp-Broas will be the Lake Host Manager and will receive a \$1,000 stipend. Mr. Stuart reported that the grant had been submitted and that the conservation commission was waiting for a reply. The TA explained that NH Lakes Association provided payroll for the lake host monitors. The Board thanked him for his continued service to the Deering community.

Police Department Cadets

Chief Pushee spoke to a scheduling snafu in annual the cadet training day competition. He explained that he is working with the Wilds to organize a June competition on their grounds for the cadets with the potential to incorporate the use of the zip lines in the competition. The Board believed it a good idea and Chief Pushee agreed to keep the Board updated and extended invitations to attend the competition.

Civic CMS License Agreement (website)

The Board reviewed the Civic CMS license and service agreement (see attachment) that is part of the website update. The software used with the website, First Class, is being discontinued. The company is now using an open source product called Drupal to power Municipal websites. The cost is \$3,000, to transition the website to Drupal and that funding was approved in the operating budget at Town Meeting. Mr. Belouin was satisfied that the agreement ran year to year allowing either side to opt out. Mr. Belouin made the motion to approve the Civic CMS license and service agreement. Mr. Whisman seconded the motion. The vote was unanimous and so moved.

Appointments

The Board noted that there were expired terms on the planning and zoning boards and the conservation commission. Mr. Belouin made the motion to re-appoint individuals to the respective boards listed below for the terms so described. Mr. Whisman seconded the motion. The vote was unanimous and so moved.

Planning Board

Beth Kelly	3-year	2019-2022	
Katherine Jenkins	3-year	2019-2022	
John Shaw	1-year	2019-2020	fills the remaining term of Dan Goddu who resigned

Zoning Board

David Lefevre	3-year	2019-2022
Robert Girard	3-year	2019-2022

Conservation Commission

Mike Thomas	3-year	2019-2022
Keith Johnson	3-year	2019-2022

TO BE REVIEWED AND/OR SIGNED:

- Employee Payroll	<u>April 10th</u> \$11,009.89
- Employee Payroll	<u>April 17th</u> \$13,880.83
- AP ACH XFER	<u>April 18th</u> \$84.10
- AP Manifest	<u>April 18th</u> \$311,959.33

There being no further business to come before the Board Mr. Belouin made the motion to adjourn. Ms. Mitchell seconded the motion. The vote was unanimous and so moved. The meeting adjourned at 2030.

Respectfully Submitted,

\s\ Russell McAllister
Town Administrator



TOWN OF DEERING

Highway Department

762 Deering Center Road

Deering, NH 03244

March Highway Department Report

We had some great weather this month. But with the nice weather comes “mud season”. We only had one dusting this month and we had to salt our pavement once. We only spot sanded the hills and corners on Skye Farm, Old County Extension and Homestead Road. It took about fifteen yard of sand.

Overnight the frost started coming out and it made some roads unpassable. With it being a weekend, we had some finer gravel with a lot of small stone in it that we put out to absorb some of the mud. We put 60 yards on Skye Farm, 45 yards on Clement Hill , 60 yards on Tubbs Hill off Dickey, 60 yards on Wolfe Hill and 90 yards on the Peterwood Hill end of the North Road. That made thing passable again for a day or two. In the next three weeks, We put 90 yards of ¾” stone on Long woods Road, 45 yards on Skye Farm and 45 yards on North Road. We put 90 yards of 1.5” stone on 2nd NH Tpk, 45 more yards on Longwoods, 90 more yards on Skye Farm, 45 yards on North Road, Driscoll Hill and Glen Roads. We put 60 yards on Wolfe Hill on Old County end, Bartlett Hill, both ends of Tubbs Hill, Dickey Hill and Fisher Road. We put 30 yards on Zoski, Farrell Hill and the 149 end of Wolf Hill. It was hard to keep up with it for sure with just over 40 miles of gravel roads. Alfred was out in grader and I out in the loader. Mark and Darin doing the trucking. We had three days of wind between 30-45 mph. We cleaned up trees on Cross Road, North Road, Clement Hill Road and 2nd NH TPK. All the brush was brought to the pit brush pile.

We have the breakdown on T4's engine (new ten wheeler) back in November with it still out of service, We also had to put two new injectors in T2 and repair the pulley bracket on the grader motor. We have T1(2010 kw ten wheeler), T2(2005 IH 7600 ten wheeler), T3 (1999 Paystar) all running with sanders, plows and wings, T5(Chevy 5500) with a front plow only and E11 (Grader) with front plow and wing all plowing our main routes. E13(Backhoe) and T6 (Ford F350) have plowed the parking lots and helped with intersections. E12 (Komatsu Loader) loads the salt and sand at the shop then we move it to the pit loading sand for us.

I think the worst of it might be over. Every day is one day closer to better weather.

Road Agent
Brian Houghton

MONTHLY REPORT**March 2019****NEWS:**

1. Chief Pushee and Officer Bell taught a class to His Mansion Staff- Citizen Response to Active Shooter Events.
2. Chief Pushee and Admn Asst Whisman hosted the Concord Regional Crimeline Meeting in Deering this month.
3. Chief Pushee, Cadet Advisor Hargreaves, and Cadet Tyler Davy presented a class on Law Enforcement Exploring to the students in three Criminal Justice Program classes at the Concord Regional Technical Center at Concord High School.
4. Members of the Hillcat Police Cadet Post 612 assisted with Traffic and Pedestrian Safety and Parking at the 2019 Town Voting AND Town Meeting Days.
5. Members of the Hillcat Police Cadet Post 612 and Chief Pushee provided Honor Guard Services for Memorial Service of a former Police Cadet.
6. Unit 1 Cruiser – 2014 Police Interceptor Utility- went to Grappone Auto for replacement of suspension bushings. This was covered under extended warranty with our \$100 deductible, although we had to pay for time for cleaning due to extremely muddy underbody.

TRAINING:

1. Chief Pushee was recertified as a Police Firearms Instructor at PSTC.
2. Ofc. Bell received training in Dealing with Elderly Persons with Behavioural Issues at PSTC.
3. All Department Members attended a training on Protocols for Response to Adult Sexual Assault Complaints.
4. All Department Members attended Annual TASER refresher training at Hillsboro PD.
5. All Department Members attended a Crash Avoidance Techniques classroom session sponsored by Primex. This is a "precursor" to scheduling attendance at the Primex Driving & Use-of-Force Simulator Training sessions.

GRANTS:

1. 2019 Highway Safety Patrol Grants – we have about 4-6 hours of DUI Patrol left, which by grant rules must be held until the DUI Enforcement Month in August.
2. Bulletproof Vest Partnership – Chief Pushee submitted requests for reimbursement for the 2019 BVP program. Once approved this will be paid to the town electronically.
3. 2020 Office of Highway Safety – Equipment Grant – Chief Pushee has submitted the application for matching funds to use for the purchase of a Portable Radar Display Sign with Statistics Package. We should hear about this grant sometime this summer, and if approved, will be able to expend moneys (purchase the unit) sometime after the 2020 Federal Budget is released (sometime after October 2019). This is a 50% match, up to \$2,200.00.
4. 2020 Office of Highway Safety – Mobilization Patrols – Chief Pushee has submitted an application for inclusion in the Statewide Office of Highway Safety – Traffic Safety Mobilization Patrols. This would include a few hours for UDrive/UText/UPay campaign, Click it or Ticket campaign, Drive Sober/Get Pulled Over campaign, Join the NH Click campaign, and monthly Operation Safe Commute campaigns. Approximately \$ 4,500.00 in total overtime patrol requests. If approved, these will be worked on specific campaign time periods from October 2019 through Sept 2020.

JUVENILE ACTIVITY:

1. No new JV Activity

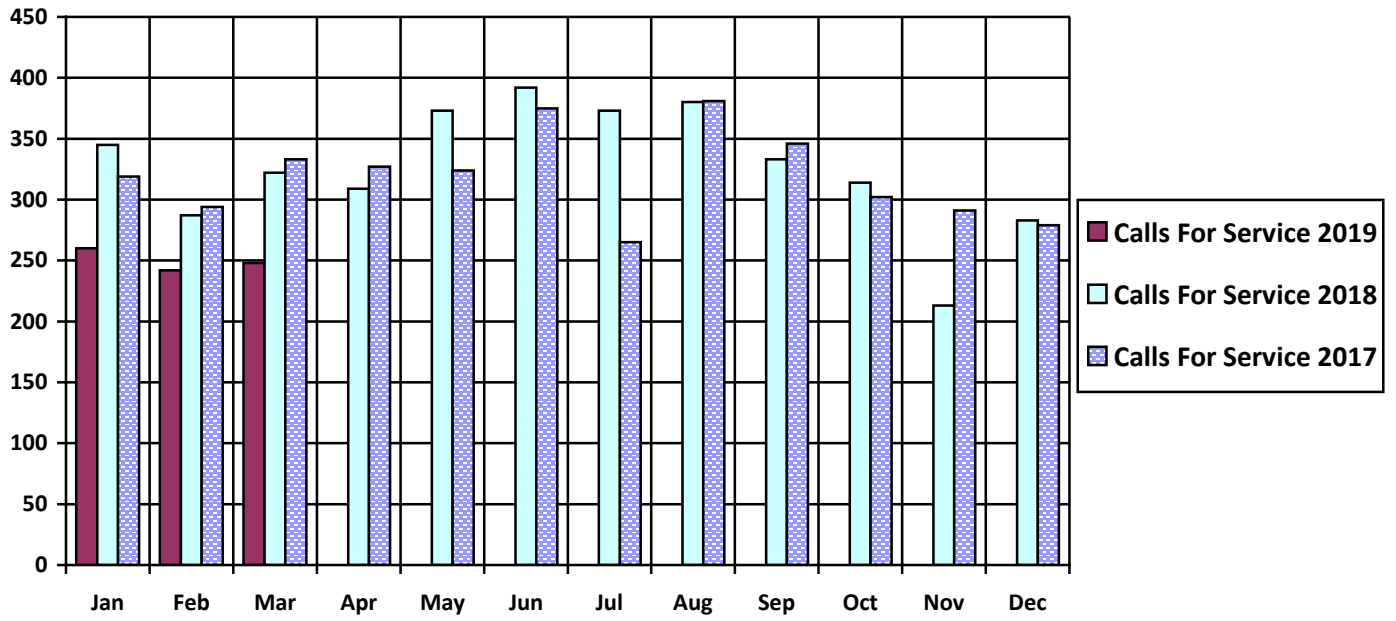
ACTIVITY REPORT:

Calls For Service Logged:	248	(this does not include many vacant home checks which are now counted separately in the new system)	
DPD Call Outs	4	(Fire calls, Police Info, Invest Followup, MV Crash)	
NHSP Call Outs	0	(xx	
MV Enforcement:	32	(28 warnings, 0 summons, 4 parking, 0 ohrv)	
MV Accidents:	2	(one was speed, other was a hit&run caused by lane control issues)	
ARRESTS Total:	2		
	Charges:	Domestic Violence Assault	1
		Sexual Assault Case	1 (direct indictment- ppw sent to county attorney)
NEW PENDING/ OPEN CASES:	8		
	Charges: Tattooing of a Minor	1	(warrants issued for the tattooer, he is in Mass and reluctant to come to NH)
	Burglaries	7	(New one on 27June2018, also 1 in Fall 2017, 3 in May 2017, 1 Feb 2018, 1 Aug2018)

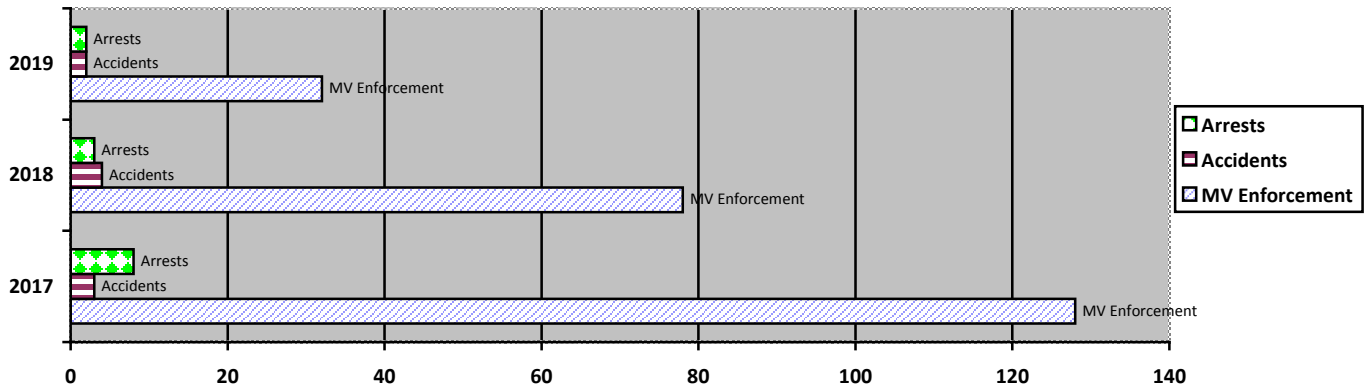
MILEAGE TOTAL:

2,734 miles from 1Mar2019 through 31Mar2019
 2014 Intrcpt Util: 86,592 (1,266 miles in period) 2017 Intrcpt Util: 22,489 (1,468 miles in period)

Call For Service Stats- Monthly



Monthly Stats- March



RADAR TRAFFIC SURVEYS**March 2019****OFFICER TRAFFIC SURVEYS**

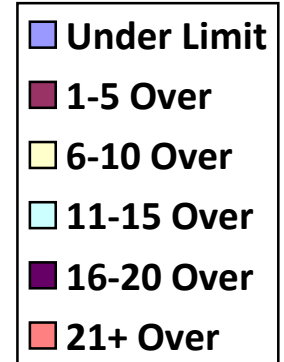
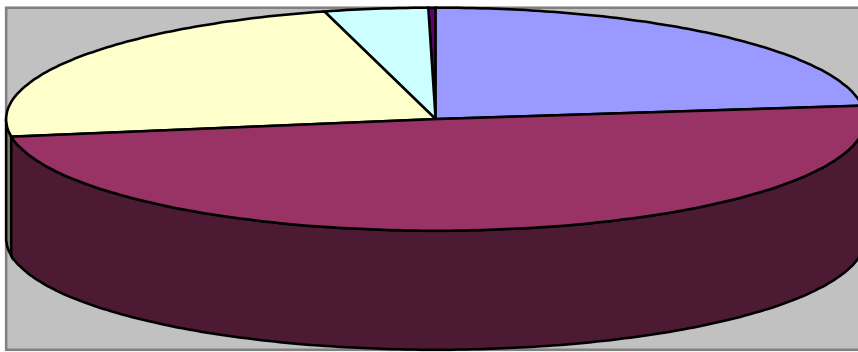
Totals	Rte 149 (2	2 nd NH Tpk(4	OldCounty (5	Clement (EstDrng (1
Total Cars	134	104	131		8
Under Limit	33	29	5		2
+1 – 5 over	66	67	59		4
+6 – 10 over	29	34	57		1
+11 – 15 over	6	4	8		1
+16 – 20 over	0	0	0		0
+ 21 over	0	0	0		0
Stopped	4	1	1		1

Totals	Rsvr (LngWds(Mnslvl(Other(1	Cross(
Total Cars				50	
Under Limit				3	
+1 – 5 over				20	
+6 – 10 over				13	
+11 – 15 over				10	
+16 – 20 over				4	
+ 21 over				0	
Stopped				0	

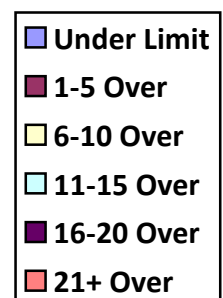
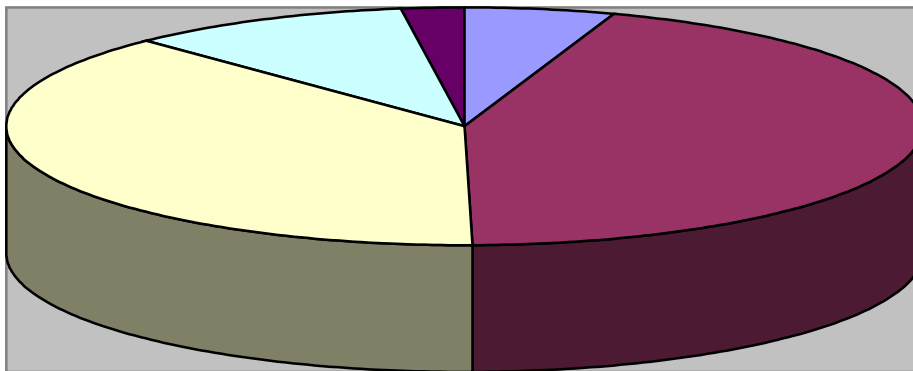
VOLUNTEER TRAFFIC SURVEYS

Totals	EastDrng(Union (Mill (OldCty(ClmtHill(LngWds (
Total Cars						
Under Limit						
+ 1 – 5 over						
+ 6 – 10 over						
+ 11 – 15 over						
+ 16 – 20 over						
+ 21 over						

Primary Roads / 6 Surveys



Secondary Roads / 7 Surveys



To: Board of Selectmen
From: Chief Daniel Gorman, Deering Fire & Rescue
Subject: Fire & Rescue Report, March 2019

Date: 0/10/2019

News:

We, at Deering Fire & Rescue, are very thankful to the town voters who came out to the Town Meeting and supported the Fire Department article to replace Engine 3 with a new Engine/Tanker. We feel that this new vehicle will help us to better be able to help the residents and visitors to this town and it will help us to provide a higher level of service. I would also like to thank the Board of Selectmen and Town Administrator for all of your support and guidance through that process. Thank you all.

As you can see, mother nature has been very fickle this spring, but it doesn't take long for the top layer of fallen twigs, needles and leaves to dry out on the ground and become a real fire safety concern. Crews will be out training for potential wild fires. Forestry 1 is in service and ready to assist if needed for these types of fires occur.

Following the Town Meeting, we started the bid process for the new Engine/Tanker. We look forward to seeing the bids in April.

Grants:

We are currently looking into several different grants to determine if they are any grants we can apply for with Board of Selectmen approval.

Upcoming goals:

- 1) We are looking to purchase new thermal imaging cameras for the apparatus. This allows firefighters the ability to see victims through smoke and fire when battling a building fire. Assistant Chief Connor and Captain James Wilcoxen are currently evaluating different brands and then they will give me a recommendation on the best thermal camera for our department.
- 2) Complete the bid process for the new truck, make a decision on the vendor to use and then work with that vendor to start the process of building it.
- 3) Crews are going to do some spring cleaning around and in each station.

MARCH ACTIVITY REPORT:

Total Emergency Responses – 13

Per Diem Total Responses	6	On Call Total Responses	7
Per Diem EMS Responses	4	Call EMS Responses	3
Per Diem Fire Responses	2	Call Fire Responses	3
Per Diem MVA Responses	0	Call MVA Responses	1
Per Diem Transports	3	Call EMS Transports	1
Per Diem BLS Transports	0	BLS Transport	0
Per Diem ALS Transports	3	ALS Transport	1
Mutual Aid EMS Given	0	Mutual Aid EMS Given	0
Mutual Aid Fire Given	0	Mutual Aid Fire Given	0
Mutual Aid EMS Received	0	Mutual Aid EMS Received	1
Mutual Aid Fire Received	1	Mutual Aid Fire Received	0
Paramedic Intercept Received	0	Paramedic Intercepted Received	0
ALS Intercept given	0	Missed EMS Calls	1

Respectfully submitted,

Daniel Gorman

Daniel Gorman, Fire Chief/EMD



License and Service Agreement

Date: April 5, 2019

Client: Town of Deering NH

Client Address: 762 Deering Center Road, Deering, NH 03244

Phone: (603) 464-3248

This License and Service Agreement ("Agreement") sets forth the agreed upon terms and conditions under which CivicPlus, Inc ("CivicPlus") will provide the Services, as outlined and defined in the attached Exhibit A – Statement of Work ("SOW").

Term and Termination

1. This agreement shall be for a one-year period, starting at signing, and shall automatically renew, year-to-year, unless terminated by either party.
2. Either party may terminate the Services by providing the other party with at least 60 days written notice prior to the renewal date.
3. Client may terminate this Agreement at any time if CivicPlus is found in default of any obligation defined within this Agreement which has not been cured within thirty days after receipt of written notice of such default.
4. Notwithstanding the above, in the event this Agreement and the Services are terminated, any outstanding invoices for Services performed shall become due in full and any outstanding fees for annual services shall be prorated from the beginning of the renewal term to the date of termination.

Intellectual Property & Ownership

5. This Agreement is not a sale of CivicCMS Content Management System (the "CMS") and its associated applications and modules. CivicPlus provides a right of use to the Client during the period of this Agreement. Rights are non-transferable.
6. The Client will own the graphic designs and web content that are incorporated into the CMS; ownership assumes all invoices for development have been paid by the Client. Upon completion and delivery of the website to Client, Client will assume full responsibility of the content maintenance and administration. Client, not CivicPlus, shall have sole responsibility for the accuracy, quality, integrity, legality, reliability, appropriateness, and intellectual property ownership or right to use of all Client Content.
7. Regarding the CMS, Client may not: a) license, sublicense or in any way commercially exploit or make it available to any third party, b) make derivative works based upon it, c) reverse engineer or access it in order to build a similar product, copy features or functions, or share it with third parties, or d) copy any ideas, features, functions or graphics.
8. The CivicPlus name, the CivicPlus and CivicCMS logo, and the products and modules associated with these services provided are trademarks of CivicPlus, and no right or license is granted to use them.



Billing & Payment Terms

9. The Year- One Charges to upgrade from the FirstClass platform (\$3,000) are detailed on Exhibit A. The client will be invoiced once this agreement is signed.
10. Annual hosting and support charges will not increase and shall be subject to a 5% annual increase beginning in Year 3 of service.
11. The Client shall only pay those expenses which are specifically defined in this Agreement or defined in writing and approved as an addendum to this Agreement.
12. If the Client's account exceeds 90 days past due, the web service may be temporarily removed from service until the Client's account is made current. Client will be given 30 days' notice prior to any removal of the website for non-payment.
13. The Client will be invoiced electronically through email. Upon request CivicPlus will mail invoices and the Client will be charged a \$5.00 convenience fee.

Taxes

14. It is CivicPlus' policy to pass through sales tax in those jurisdictions where such tax is required. If the Client is tax-exempt, the Client must provide CivicPlus proof of their tax-exempt status, within fifteen (15) days of contract signing, and this Agreement will not be taxed. If the Client's state taxation laws change, the Client will begin to be charged sales tax in accordance with their jurisdiction's tax requirements and CivicPlus has the right to collect payment from the Client for past due taxes

Marketing

15. Client allows CivicPlus to display a "Government Websites by CivicPlus" insignia, and web link at the bottom of their web pages.
16. Client agrees to allow CivicPlus to include a reference(s) to the Client's website on the CivicPlus corporate website. This may include a mention of the Client, a picture of the Client's home page, and/or a case study of the Client's project.

Liability

17. CivicPlus will not be liable for any act, omission of act, negligence or defect in the quality of service of any underlying carrier or other service provider whose facilities or services are used in furnishing any portion of the service received by the Client.
18. CivicPlus will not be liable for any failure of performance that is caused by or the result of any act or omission by Client or any entity employed/contracted on the Client's behalf.
19. Client agrees that it is solely responsible for any solicitation, collection, storage, or other use of end-users' Personal Data on any website or online service provided by CivicPlus. Client further agrees that CivicPlus has no responsibility for the use or storage of end-users' Personal Data in connection with the website or the consequences of the solicitation, collection, storage, or other use by Client or by any third party of Personal Data.



20. To the extent it may apply to any service or deliverable of any SOW, user logins are for designated individuals chosen by Client ("Users") and cannot be shared or used by more than one User. Client will be responsible for the confidentiality and use of User's passwords and user names. Client will also be responsible for all Electronic Communications, including those containing business information, account registration, account holder information, financial information, Client Data, and all other data of any kind contained within emails or otherwise entered electronically through any CivicPlus Property or under Client's account. CivicPlus will act as though Client will have sent any Electronic Communications it receives under Client's passwords, user name, and/or account number. Client shall use commercially reasonable efforts to prevent unauthorized access to or use of any CivicPlus Property and shall promptly notify CivicPlus of any unauthorized access or use of any CivicPlus Property and any loss or theft or unauthorized use of any User's password or name and/or user personal information.
21. Client shall comply with all applicable local, state, and federal laws, treaties, regulations, and conventions in connection with its use of any CivicPlus Property.

Indemnification

22. To the extent allowed by law, CivicPlus agrees to indemnify and hold Client harmless from any and all claims for bodily injury, death, personal injury and property damage and for any other expenses (including attorney's fees) which arise out of the negligent actions or omissions of CivicPlus during the performance of this Agreements.

Force Majeure

23. Neither party will be liable to the other for any failure or delay in rendering performance arising out of causes beyond its control and without its fault or negligence. Such causes may include, but not be limited to, acts of God or the public enemy, freight embargoes, power outages, and unusually severe weather; but the failure or delay must be beyond its control and without its fault or negligence and shall only be for the period causing the delay.

Miscellaneous

24. At all times and for all purposes hereunder, CivicPlus is an independent contractor and not an employee of the Client.
25. Any and all modifications of the services and/or terms of this agreement, shall be accomplished by an amendment, which must be approved in writing by both parties.
26. The invalidity, in whole or in part, of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.
27. Each person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement. Each party represents and warrants to the other that the execution and delivery of the Agreement and the performance of such party's obligations hereunder have been duly authorized and that the Agreement is a valid and legal agreement binding on such party and enforceable in accordance with its terms.



Acceptance

We, the undersigned, agreeing to the conditions specified in this document, understand and consent to the terms & conditions of this Agreement.

Client

CivicPlus

By:

Allen Belouin

By:

Bill Letsky

Name: *Allen Belouin*

Name: Bill Letsky

Title: *Selectman*

Title: Sales Director

Date: *4/18/19*

Date:



Website Services

Exhibit A

Town of Deering NH

Initial Services

Phase 1: Website Design

- **Create Site Homepage & Layout based on a Template Design (Client is selecting Template C).**
- **Create Subpage Design & Layout**

Phase 2: Site Implementation

- **Identify Global Navigation, Cascading Navigation, Mega-Menus & Related Links**
- **Implement Design within CMS**

Phase 3: Full Content Development

- **Migrate all existing webpages & files as identified by Client**
- **Create all new pages to support new content developed by Client**
- **Migrate all 2017-2018 Historic Meeting Minutes; excludes historic meeting agendas and calendar events. All prior year Minutes will be maintained in an online archive for public access.**

Phase 4: User Training

- **One Day of Online User training sessions: Group & Individual, as needed**

Phase 5: Website Deployment

- **Final Site Review and Link Checking**
- **Install & Activate related modules**
- **DNS Activities**

Total Project Cost:

\$3,000



Annual Services

Hosting

- **Secure Hosting in domestic data center**
- **Shared Web/SQL Server**
- **Redundant ISP**
- **24/7 Monitored facility**
- **Redundant Power supplies with back-up generator**
- **Daily backups off-site**
- **99.9% Uptime**
- **Intrusion Detection & Prevention**

Support

- **24/7 Emergency Support**
- **Same Number of Designated Support Users**
- **Unlimited User Support, 9am to 5pm, Monday – Friday**
- **Unlimited Number of Content Editors Allowed**
- **Personnel dedicated solely to User Support**
- **Same day response (24 Hour Window)**
- **Online Training Documentation**
- **Monthly User Tutorials**

CMA Application & Modules

- **Annual CMS Usage License**
- **Periodic CMS Upgrades**
- **Core Drupal Upgrades, as Applicable**
- **Periodic Module Upgrades**
- **Install Service Patches, as Applicable**

Total Annual Cost

No Change

Additional supported users may be added at an annual cost of \$250 per user.

Included in your website package:

- **Apache Solr Search Appliance**
- **Google Analytics for Traffic Statistics**
- **E-Subscriber Mail Lists**
- **Online Web Forms**
- **Online Monthly User Webinars**
- **Full Content Development Prior to Going Live**
- **No Limit as to the Number of Pages You Can Add Over Time**



CivicCMS Website Agreement Contract Information

Client Contact Information

Organization

URL

Street Address

Address 2

City

State

Postal
Code

Emergency Contact & Mobile Phone

Emergency Contact & Mobile Phone

Emergency Contact & Mobile Phone

Billing Contact

E-Mail

Phone

Ext.

Fax

Billing Address

Address 2

City

ST

Postal
Code

Tax ID #

Sales Tax
Exempt #

Billing Terms

Account
Rep

Info Required on Invoice (PO or Job #)

Contract Contact

Email

Phone

Ext.

Fax

Project Contact

Email

Phone

Ext.

Fax

Please Sign in

Beck

Darl M

John Shaw

Bob BERNARD

Rong Lahman

Gale Lahman &

Dan Long

Jon S

Roger Trudwell

Dennis Du

Angela Treasler