

Meeting Date: September 23, 2021

Meeting Time: 1:00 PM – 3:00 PM

Meeting Location: Virtual Meeting

Attendees

Board Members Present:

Fred Brittian, Chair
Shenna Bellows
Anne Davis
Adam Fisher
Chris Pinkham
David Simsarian
Kathy Montejo
Kelly Hokkanen
Michael Cyr
Jeremy Cluchey
Anne Head
Dan Andrews (non-voting member)

Guests and State Agency Members:

Douglas Birgfeld, Maine PMO
Jason Tourtelotte, MaineIT
Christine Norris, MaineIT
Chris Johnson, SOS

InforME/NIC Staff:

Kimberly Duplisea

The meeting was called to order at 1:01 PM.

1. Welcome & Introductions

2. Adoption of July Minutes

Motion: Chris Pinkham motioned to accept the minutes as presented.

Second: Kelly Hokkanen

Vote: Unanimous

3. Discussion and Voting Items

A. DACF Maine Open Burn Permits Fee Schedule Update

Dan Andrews provided an overview of the project and the fee schedule update.

Due to emergency legislation that was recently passed, user fees must be

eliminated from the burn permits service. In place of the user fees, a monthly fee would be assessed to the department for use of the service.

Motion: Chris Pinkham motioned to accept the fee schedule update as presented.

Second: Michael Cyr

Vote: Unanimous

B. DEP Maine Healthy Beaches Time and Materials Project Statement of Work

Dan Andrews provided an overview of the project. The service would require that InforME build a public user website that will allow users to review beach bacteria levels, receive text and/or email notifications about bacteria levels, and view photos, maps, and other beach details. It will also require that InforME build an administrative site that will allow multiple levels of access that will be able to manage beach summary data, current and historical bacteria data, and to supply new beach bacteria data. The project has a high level of benefit for DEP and the public and will require a high level of resources to create the project. The project must be available by June 2022.

Motion: Anne Davis motioned to accept the project as presented.

Second: Kelly Hokkanen

Vote: Unanimous

4. Executive Session

Motion: Chris Pinkham motioned to enter executive session with MainIT guests present.

Second: Michael Cyr

Vote: Unanimous

5. Adjournment 2:30PM

6. Next Board Meeting Date

- October 28, 2021: 1:00 PM - 3:00 PM