

Board of Selectmen & Assessors Meeting - Agenda
April 20, 2020 @ 7:00p.m.
Via Zoom Meeting/YouTube Live Streaming

1. Call to Order:

2. Amendments to the Agenda (Pending Approval)

3. Minutes

4. New Business

5. Unfinished Business

- 5.1 FY 21 Budget Goal Setting
 - Public Works
 - Employee Wage
 - Website/Software
 - Ambulance
 - Town Office Building
- 5.2 Charter discussion

6. Town Administrator Report and Communications

7. Fiscal Warrants

- 7.1. Town Warrant. \$119,064.25

8. Board of Assessors

9. Executive Session(s)

- 9.1 Personnel

10. Adjournment

Upcoming Events

All Public Buildings: Closed To The Public

For Updated Information Please Check The Town's Facebook/Twitter accounts and Town's Website: newcastlemaine.us

Executive Session 1 M.R.S.A. Section 405 (6) A – Personnel, C – Real Estate, D - Labor Contracts, E – Legal, H – Consultation With CEO Concerning Enforcement Action



Jon Duke <townadministrator@newcastlemaine.us>

Work List 2021

1 message

roadcommissioner@newcastlemaine.us <roadcommissioner@newcastlemaine.us>
To: Jon Duke <townadministrator@newcastlemaine.us>

Wed, Apr 15, 2020 at 8:59 AM

Morning Jon,

Please find below a list of the work planed for this year.

Projects:

- 1.- Lewis Hill road ditching – entire length
- 2.-Happy Valley Rd. Intersection improvements
- 3.-Academy Hill road reconstruction in area adjacent to Sheila St. Cyr
- 4.- Station Rd. – Shoulder cleaning around the bridge.

Regular Maint:

- 1.- Street sweeping
- 2.- Striping
- 3.- Catch basin Cleaning
- 4.- Crack filling
- 5.- Dirt road grading (x2)
- 6.- Signage – various roads

Please let me know if you have any questions.

Thanks

Seth Hagar

Town of Newcastle



CIVICCMS[®]

Newcastle, ME

Website Proposal

Presented by
Braxtyn Wheeler
Sales Representative
wheeler@civicplus.com
(785) 370-7809



302 S. 4th Street, Suite 500 | Manhattan, KS 66502
1300 Massachusetts Ave., Boxborough, MA 01719
www.civicplus.com

March 24, 2020

Jon Duke
Town Administrator
Town of Newcastle
P. O. Box 386
4 Pump Street
Newcastle, ME 04553

RE: Website Redesign Services

Dear Jon,

Meeting the expectations of citizens is at the core of civic responsibility. Finding that perfect blend of functionality, ease of maintenance, and cost effectiveness can be daunting. Today's "what I want, when I need it" society is all about digital and timely responses. Saving time and money and increasing citizen satisfaction is every government entity's goal. With the cost effective CivicCMS solution you can achieve your vision of success.

CivicPlus, Inc. (CivicPlus) is passionate about our mission to help make local government better. We are not just designing a website, we are helping build a trusted and long-term relationship between you and your community through our state-of-the-art technology and process. Our expertise lies in collaborating with our clients to deliver the right solution, at the right cost, housed within a modern design that captures the culture of your community.

The following information will show you how the CivicCMS solution will reduce your staff's workload, respect your available budget, and most importantly, provide your community with a powerful online resource that promotes open access to your municipal offices.

Please review our proposal closely. This proposal will save you time and resources while providing your visitors a website where they can find what they need, when they need it. We look forward to working with you and your staff to help make your vision become a reality.

Sincerely,



Braxtyn Wheeler
Sales Representative
wheeler@civicplus.com

What Sets CivicCMS Apart?



Created to Meet Your Needs

Developing your new website under the Open Source Initiative provides CivicCMS with the flexibility to develop new features and modules to help you meet your goals and vision.



Our Drupal Platform

CivicPlus will develop your site on one of the industry's most trusted open source platforms, Drupal. It is the platform of choice by national, state, and local governments all over the world.



We Build Long-Term Relationships

Our partnership with you is only beginning at go-live! We provide ongoing customer support and our Account Management team will work with you to help you evolve your web environment throughout your relationship with CivicPlus.



Easiest System for Updating & Adding New Content

Your new CivicCMS website will be specifically designed for ease-of-use so your staff, regardless of their technical skill level, can maintain and update your new website easily and efficiently.



Custom & Responsive Design

Your custom-designed website will be fully responsive on multiple devices including smart phones, tablets and wide screen monitors.



Useful & Relevant Modules

CivicCMS is flexible and scalable so your site can grow as your needs grow without extra features and functionalities that are not as relevant.



Affordable Cost, Flexible Payments

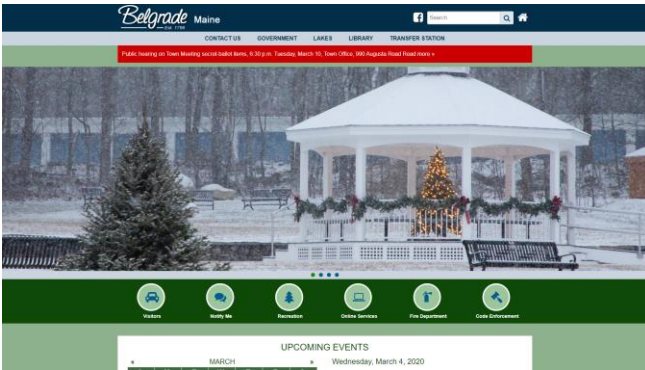
We understand the fiscal challenges municipalities face on a daily basis, so CivicPlus offers payment options to meet your budgeting needs.



Security and Protection—Priority One!

Our Tier IV secure hosting facilities are monitored 24/7 and your website is backed up daily off-site. We deploy state-of-the-art hardware and software to prevent DDoS and hacking attacks to protect your investment.

Client Design Examples



Town of Belgrade, ME

<https://www.townofbelgrade.com/>



Town of Wells, ME

<https://www.wellstown.org/>



Town of Damariscotta, ME

<https://www.damariscottame.com/>

Features & Functionality

Content Management Functionality

- Agenda Builder Module
- Schedule Publishing
- Web Forms Module
- Unpublish/Archive Content
- WYSIWYG Editor
- Dept/Board Specific News
- Persistent Navigation
- ADA Compliance
- Job Opportunities
- Schedule Expiration Dates
- Versioning
- Embed Video Player
- Online File Center
- Quick Links
- Protected Email Addresses
- Recyclopedia
- FAQs
- Audit Trail/History Log
- Content Previewing
- CAPTCHA Visitor Authentication
- Printer Friendly Pages
- Surveys & Polling
- Bids & RFPs
- Business Directory
- “Review-On” Dating
- Dynamic Breadcrumbs
- SSL Certificates

Communication Features

- Email Notifications (E-subscriber)
- Dynamic Site Map
- RSS Feeds
- Facebook & Twitter Integration
- Service Requests Forms
- Urgent Alert Banners
- Two-Way Blogging
- Private Comment Forms
- Rotating Bulletin Boards
- Staff Directory
- “Share this Page”

Administrative Functionality

- Intranet Options
- User Roles & Permission Levels
- Traffic Analysis
- Broken Links Reporting
- Domain Name Management
- Quality Assurance Reports
- Complete User History
- Board Membership Duties
- Menu Control

Design Features

- Responsive Design
- Rotating Mastheads
- Dynamic News Modules
- Urgent News Banners
- Upcoming Meetings Module
- Custom Subtitles
- Cascading Navigation
- Multiple Navigation Schemes

Graphic & Image Functionality

- Media Library
- Image Editor
- Photo Gallery
- Slide Shows
- Captioning/ALT Text
- Rotating Department Images
- Image Administration
- Rotating Bulletin Boards

Typical Project Timeline

Design creation, accessibility, usability guidance, content optimization, training - CivicPlus delivers all of this and more during the development of your new CivicCMS website. Your exact project timeline can vary based on determined project scope, project enhancements purchased, your availability for meeting coordination, action item return and completion, approval dates kept, and other factors. Based on our experience, the estimated timeline for the successful completion of your CivicCMS project is approximately 12-15 weeks.

| Implementation Phase | Timeframe | Deliverables |
|---|-----------|---|
| Phase 1 Strategy Sessions & Discovery | 1 Week | <ul style="list-style-type: none"> Define Core Objectives Needs Assessment |
| Phase 2 Design & Architecture | 3-4 Weeks | <ul style="list-style-type: none"> Design Meeting with Client Website Committee Homepage Options & Layout Subpage Design and Layout Finalize Design (once you are completely satisfied) |
| Phase 3 Site Implementation | 2-3 Weeks | <ul style="list-style-type: none"> Identify Global and Cascading Navigation (and related links) Implement Design within CivicCMS |
| Phase 4 Content Development | 4-5 Weeks | <ul style="list-style-type: none"> Migrate Agreed Existing Content |
| Phase 5 Training & Education | 1 Week | <ul style="list-style-type: none"> Sessions for Content Editors and Site Administrators Group and Individual Sessions |
| Phase 6 Deployment & Go-Live | 1 Week | <ul style="list-style-type: none"> Final Quality Check of Website Install and Activate Selected Modules DNS & SEO Activities |

Estimated Year 1 Investment

CivicCMS Website Package

Newcastle, ME

All quotes are priced per project and presented in US dollars. Pricing is valid for 60 days from March 24, 2020

Graphic Design

- Custom Design; Fully Responsive Format (Smart Phones, Tablets)

Content Development

- Full Content Development
- Migrate ALL Additional Pages/Files identified by client on current website; approximately 330 total pages based on website crawl.

Staff Training

- Online Training, as needed; minimum One Day
- Full Access to Library of Videos/Documentation

Supplemental Modules at No Cost

- Bids/RFPS
- Intranet
- Agenda Manager
- Popular Pages
- Recyclopedia
- Business Directory

Secure Hosting

- SSL Certificates
- Tier 4 Data Center
- Nightly Offsite Backups
- Intrusion Detection, DDoS Mitigation

Ongoing Customer Support

- Unlimited Live Support for Up to 4 Users
- Unlimited Number of Content Editors
- Free Monthly Webinars
- 24/7 Technical Support

CivicCMS Application

- Annual CMS Usage License
- Unlimited Number of Content Editors
- Periodic Module Upgrades
- Full Maintenance & Service Patches

Also Includes

- Apache Solr Search Appliance
- Google Analytics
- E-Subscriber Mail Lists
- Social Media Integration
- Web Forms Builder
- No Storage Limit on Future Pages & Files

Year One Investment: \$9,000

- Website Development: \$7,000
- Annual Fees: \$2,000

**OPTION: Spread All Costs over 3 Yrs:
\$4,333 per Year**

Year 2 and Beyond - Annual Services

Newcastle, ME

Each year of your contract, you'll receive system enhancements, maintenance, optimization, and have full access to our support staff so your site stays up-to-date with our latest features and functionality. (Annual Hosting/Maintenance Services are subject to a cumulative annual 5% technology fee increase beginning Year 3 and beyond)

- Secure Hosting and Security Services
- Software maintenance including service patches and system enhancements
- 24/7 technical support and access to the Online Help Center
- Unlimited Live Customer Support for up to 4 Designated Users
- Account Management Team for ongoing support and web environment involvement

\$2,000 per year

Optional Services

- Additional Supported Users \$250 per user per 12 months
- Custom Department Subsites: \$3,000 one-time; \$500 annual hosting & support
- Complete Redesign after 4 Years: \$1,500 per year

CivicPlus Advantage - Alternate Payment Plan

The CivicPlus Advantage (CPA) payment alternative payment plan provides zero interest, level payments that divides the One-Time Implementation Investment expense of your project over the first three (3) years of your contract to assist with your initial out of pocket expense and budget allocation. Each payment also includes your Annual Hosting/Maintenance Services.

| | | | |
|--------------------|----------|--------------------|---------------------------------|
| 1st Year CPA..... | \$4,333 | 3rd Year CPA..... | \$4,333 |
| 2nd Year CPA | \$ 4,333 | 4th Year CPA | \$2,100 |
| | | | (Annual plus 5% Technology Fee) |

Accessibility

ADA Section 508 Compliance

We provide highly compliant sites based on WCAG 2.0 AA guidelines. Our focus is to provide a high degree of compliance to maximize accessibility for all users while providing freedom to create a visually rich and appealing site.

Our approach for each website includes the following steps:

- We will deliver you a site that is free of all “Errors” as defined by the standard for industry accessibility checking: <https://wave.webaim.org/>
- Whenever possible we will use text-based fonts to replace graphics for design elements such as icons, links, and buttons.
- Our designs will focus on color schemes that will satisfy required color contrast requirements.
- Our CMS has been built to require “Alt Tags” whenever images are uploaded.
- Our trainers will use CivicPlus best practices to teach your staff to keep your content and design elements accessible and up-to-date with the latest ADA/WCAG standards.
- PDFs need to be saved in an accessible format. While the responsibility for this lies with our clients, we will provide instructions to your staff for the best way to accomplish this.
- Our product team closely follows changes in regulations and updates our best practices as well as provides regular updates to clients via our CivicPlus website, webinars, and other publications.
- Ongoing Scans – we think it is a best practice to occasionally scan your site to check ongoing compliance. Our customer support team will show you how to scan your site or will run periodic scans upon request.

AudioEye Partnership

CivicPlus also partners with AudioEye to provide a suite of accessibility tools and services at a discounted rate to our clients. Audio Eye provides this online application to increase website accessibility and help maintain ADA compliance; this includes automated and manual website fixes, a voice reader, text magnification, and the industry’s only Certificate of Compliance. More information and a demo are available upon request.

Optional Services

CivicClerk Agenda Management System

The fastest, most intuitive way to streamline complex paper-based processes. Automate agenda management, meeting minutes management, and the sharing of meeting content with board members, staff, and your citizens.

CivicReady Mass Notification System

Whether communicating routine or emergency news, we allow you to alert recipients with actionable information within seconds, using a single interface—saving you time, while amplifying the reach of your time-sensitive message. Quickly create and distribute news and information whether it's in response to a local crisis, or simply a routine alert or internal communication to staff.

CivicRec Recreation Management

Whether the public is using the recreation registration software to sign up for programs, rent facilities, or find volunteer opportunities, you can be confident that your parks and recreation department is offering an intuitive citizen self-service solution. Our all-in-one solution also includes team and league memberships, point-of-sale capabilities, even event ticket generation.

CivicHR Employee Management Software

The easiest-to-use local government human resource management solution. Our cloud-based software integrates and organizes data, automates job postings, collects applications, simplifies employee onboarding, and manages performance.

CP Connect Citizen Request Management

Receive and respond to all citizen requests, inquiries, and comments from a single hub. CP Connect™ allows you to convert citizen requests into service requests while benefitting from automated follow-ups and giving citizens the transparency they expect.

Civic Media Live & On-Demand Streaming

CivicMedia provides our clients with the capability to easily live stream any board or committee meeting. Each meeting can also be archived online for quick on-demand access.

AxisGIS Online Mapping

AxisGIS is a dynamic online mapping application that lets users query, browse, report and visualize location-based content from anywhere, anytime. Ideal for assessment data, abutters lists, flood zones, private parcel data, public works mapping, and much more.

Optional Department Subsites

We also offer the option of creating “sub-sites” that require their own identity. Each subsite can have their own graphics, colors, layout and navigational structure, and can utilize its own website address (URL). Besides enjoying the benefits of our CMS, there is significant savings in both upfront development and ongoing costs versus a stand-alone website. Some examples are shown here.

Economic Development



<https://edc.town.westborough.ma.us/>

Police



<https://www.townofmilton.org/police>

Libraries



<https://www.greenfield-nh.gov/stephenson-memorial-library>

Fire



<https://www.oobmaine.com/fire-department>

Recreation



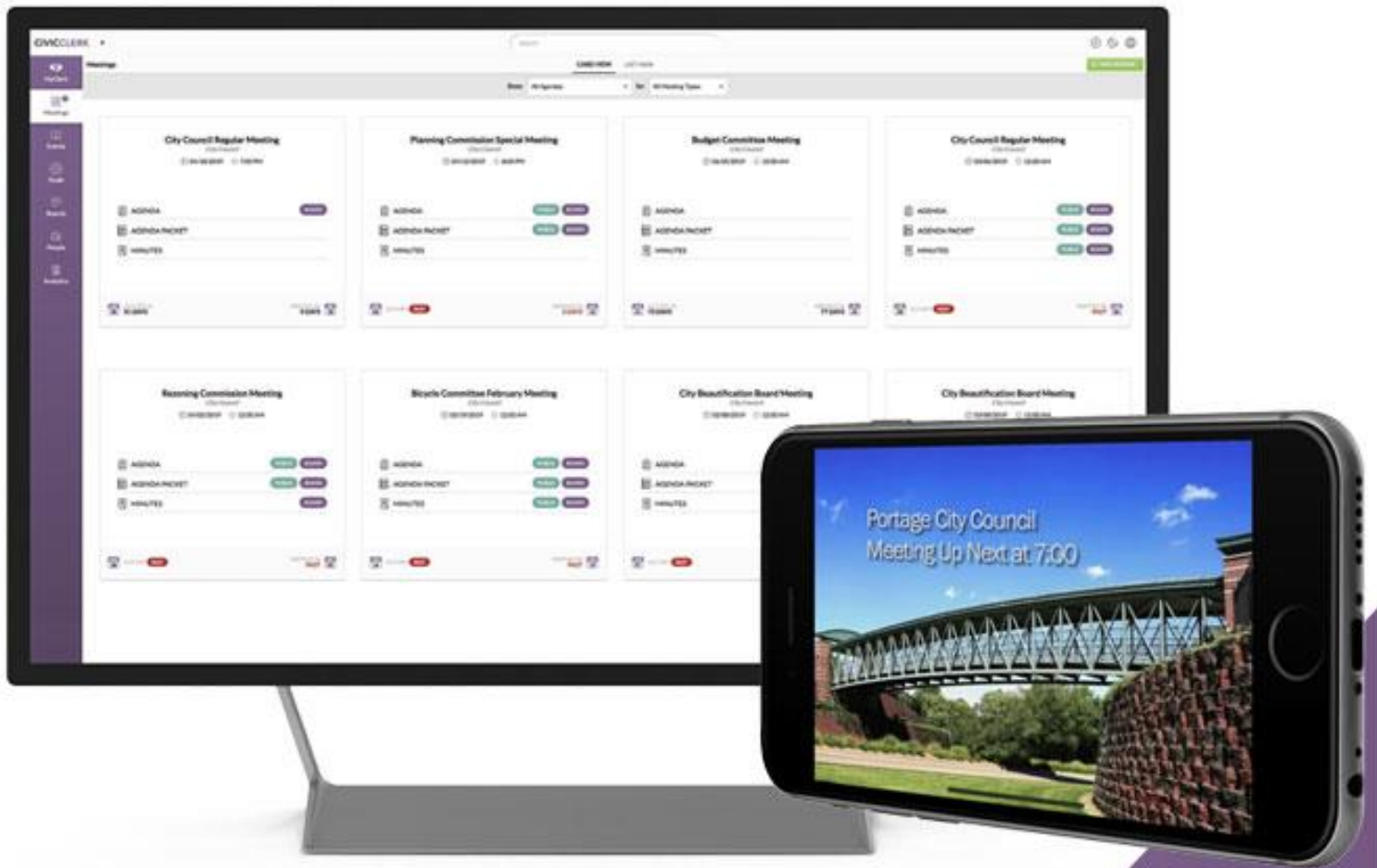
<https://www.fairviewtownship.com/parks-and-recreation>

Emergency Management



<https://www.stoughton.org/emergency-management>

CIVICCLERK®



Newcastle, ME

Agenda and Meeting Management Software

Presented by
Braxtyn Wheeler
Sales Representative
wheeler@civicplus.com



1300 Massachusetts Ave. | Boxborough, MA 01719
302 S. 4th Street, Suite 500 | Manhattan, KS 66502
www.civicplus.com

| Jrnl | Invoice Description | Reference | | | |
|---|---------------------|----------------|------------|-------------|--|
| Description | Account | Proj | Amount | Encumbrance | |
| 00897 HAGAR ENTERPRISES, INC | | | | | |
| 0491 Academy Hill Construction | Pay Rec #2 | *** PAID *** | Check # | 24553 | |
| Academy Hill Construction | E 202-50-47 | | 119,064.25 | 0.00 | |
| ROADS RES - PUBLIC WORKS / ACADEMY HILL | | | | | |
| | | Vendor Total- | 119,064.25 | | |
| | | Prepaid Total- | 119,064.25 | | |
| | | Current Total- | 0.00 | | |
| | | Warrant Total- | 119,064.25 | | |

THIS IS TO CERTIFY THAT THERE IS DUE AND CHARGEABLE TO THE APPROPRIATIONS LISTED ABOVE AND YOU ARE DIRECTED TO PAY UNTO THE PARTIES NAMED IN THIS SCHEDULE.

DATE: 4/15, 2020

BRIAN FOOTE
R.BENJAMIN FREY
CAROLYN HATCH
JOEL LIND
WANDA WILCOX

March 24, 2020

Jon Duke
Town Administrator
P.O. Box 386
4 Pump Street
Newcastle, ME 04553

RE: Agenda Management System

Dear Jon and/or Selection Committee:

Saving time, effort, and delivering access to important meetings is essential to run an efficient and transparent government office. In today's virtual world, making your government work better can be a challenge if you don't have the tools and resources to get the job done right. So how do you meet the ever-increasing expectations of your staff, government officials, and citizens with already-constrained resources? As your partner, that's where CivicPlus, Inc. ("CivicPlus") and our CivicClerk Agenda Management System (AMS) can help.

Our company is passionate about our mission to help make local government work better. We know we aren't just delivering a one and done software program. We are helping build a trusted and long-term relationship between you and your community through our state-of-the-art technology and process. Collaborating with you throughout the process ensures we deliver the right solution, that will be easy for your staff to maintain and your officials and citizens to access.

The CivicClerk AMS is a robust, flexible, and easy-to-use suite of cloud-based tools built specifically for local government that will help you evolve your agenda and meeting minutes to today's standards. You'll be able to inform and empower your citizens and staff in more efficient ways which makes it easier for you and easier for them.

A partnership with CivicPlus will save you time and money and will deliver your office an agenda and meeting system that will grow with you and where your staff, officials and citizens can find what they need, when they need it.

Sincerely,



Braxtyn Wheeler
Sales Representative
wheeler@civicplus.com
(785) 370-7809

Typical Project Timeline and Implementation

Typical Project Timeline: 6 Weeks

A CivicClerk development plan typically expands a six (6) week timeframe. Exact development timelines can vary due to scope, client availability, milestones set, and other factors.

We will work with you until your system is up and running and your staff has reached a level of comfort to confidently maintain your new system.

| | |
|---|-----------|
| 1 | ~ 2 Weeks |
| 2 | ~ 1 Weeks |
| 3 | ~ 1 Weeks |
| 4 | ~ 2 Weeks |
| 5 | As needed |

Phase 1 | Weeks 1-2

Gather information regarding agendas and how current processes function. This information will be used to initially configure the system.

CivicPlus Will:

- Create production site request
- Review the implementation plan
- Configure templates from Word versions of agendas and minutes
- Input questionnaire data

What We Need From You:

- Complete implementation questionnaire
- Provide Word versions of agendas and item reports

Phase 1 | Week 3

Only initial configuration is complete, gain feedback on final results. Any necessary configuration changes will be identified for completion.

CivicPlus Will:

- Schedule and conduct a first look call
- Provide any template changes required

What We Need From You:

- Schedule a 30-45 minute call for system review
- Provide feedback on any needed changes

Phase 1 | Week 4

Any remaining changes will be made and the list of users will be added to the system. All configurations will be finalized.

CivicPlus Will:

- Enter user list with appropriate security settings
- Make necessary changes to templates and configuration

What We Need From You:

- Provide a list of users
- Provide any additional feedback and changes

Phase 1 | Weeks 5-6

Begin in-depth training for administrators followed by a faster training for end users.

CivicPlus Will:

- Schedule and conduct a first look call
- Provide any template changes required

What We Need From You:

- Schedule a 30-45 minute call for system review
- Provide feedback on any needed changes

Phase 5 | As Needed

Now that the main implementation is complete, and there is some data in the system. Any additional service(s) contracted for can be configured.

CivicPlus Will:

- Configure the templates in the system
- Schedule and conduct minutes training

What We Need From You:

- Provide Word versions of your most recent minutes
- Provide a list of your Board/Council members
- Schedule a 30 minute call for minutes training



Port Orange, Florida

Case Study

City Stats

- Contact: Robin Fenwick, City Clerk
- 57,000 population
- Four Clerk Department staff
- Four Council Members & Mayor
- 18 Boards and Committees
- Over 1000 meetings per year

Before CivicClerk

Robin Fenwick, City Clerk and her team would spend hours each week compiling the necessary packets, chasing down paperwork that needed to be signed, and handling other aspects of the agenda management process. Robin estimated that dealing with the meeting process required eight or more hours per week. Time that could have been better spent serving the public, not standing in front of the copy machine and working on other mundane tasks.

Product Determination Factors: Technology Integration | Limited Budget | Staff Adoption

After CivicClerk

After reviewing various agenda management platforms on the market and weighing their pros and cons, Robin chose CivicClerk. She found the platform to be more affordable than the others, without suffering any compromises. In October 2014, Robin tested CivicClerk to manage the process for one meeting. Within three months, all of Port Orange's meetings were being managed through CivicClerk.

Robin was able to secure total City's staff buy-in quickly with the new platform. Why? Because the platform proved to be extremely easy to use and the benefits were immediate and obvious. Robin and her staff save over eight hours of labor per week, documents and forms are easily signed with remote access and their meeting agendas are completed in a more timely fashion. This allows the Clerk Department's staff to better serve their citizens and focus on important strategic initiatives.

Results

Agendas Posted: Six Hours Earlier | Time Saved Per Week: Eight Hours



Gulfport, Mississippi

Case Study

City Stats

- Contact: Robin Fenwick, City Clerk
- 57,000 population
- Four Clerk Department staff
- Four Council Members & Mayor
- 18 Boards and Committees
- Over 1000 meetings per year

Before CivicClerk

Before its transition to CivicClerk, the City of Gulfport was utilizing an automated agenda management system. It had been using the software for four years, but the tools were not meeting the city's financial needs.

With CivicClerk, the City of Gulfport would be able to benefit from such features as live video streaming, so the City decided to make the transition.

Product Determination Factors: Ease of Use | Budget | Functionality

After CivicClerk

According to Ronda Cole, since the implementation of CivicClerk, all the feedback she has received about the City's more robust, and more affordable agenda and meeting management solution has been positive.

"We've only had positive feedback about CivicClerk. Everyone is so comfortable with its features and functionality. Nothing is extremely hard. It's user-friendly. With the administrative training I received, I can answer any questions. I can also reset passwords and add users, which I like, rather than having to call a vendor for every little thing."

Not only are the City's staff enjoying the convenience and usability of the CivicClerk system, but it is also helping the City to meet its citizens' transparency expectations. Cole states, "Now, with CivicClerk, we can put everything online, unless it was from an executive session or contains confidential information. Now our citizens can go online to see everything our board and our mayor have provided for meetings."

According to Cole, with the ability for citizens to watch live and recorded videos of meetings, and access transparency documents on demand, more citizens are engaging with the City's activities, and they are doing it when and where it is convenient for them.



Features and Functionality

Agenda Management

Automate your meeting agendas and packets with a simple, consistent process. Eliminate time consuming manual tasks and focus on important issues instead. Let each board member manage content the way they want.

Features and Benefits

Countless hours are spent creating the agenda and packet for every council, board, and committee meeting. CivicClerk simplifies the entire meeting process from start to finish by providing staff a central location for all board and committee meetings with the same simple, consistent process. Customers choose CivicClerk for our features, ease of use, and modern design.

- Unlimited Meetings
- Unlimited Users
- Unlimited Storage
- Custom Agenda Design
- Electronic Approvals Engine
- Electronic File Management
- Confidential Attachments
- Roll Call, Motion, and Vote Tracking
- Minutes Comments and Discussions
- Speaker Management
- Task Management Pre and Post Meeting
- Comments Engine with Notifications
- Drag and Drop Re-ordering
- Approvals Progress Bars
- Automated Track Changes
- Standard Reporting
- Dash Analytics
- Pre-Defined Item Content
- Automatic Default Items
- Copy and Move Items
- Intelligent Keyword Search and Filters
- Custom Security Profiles
- Automatic Email Notifications
- Dropbox Integration for Delivery
- Board Member Portal
- Public Portal
- Live Streaming and Video-On-Demand
- Videos with Linked Agendas and Minutes
- Tablets Supported

Designed Just for You

CivicClerk's agenda management software is customized to suit your individual design needs and unique approval processes. Create and manage content with custom design templates, wording, numbering, and ordering. You can also utilize a public portal that matches your website.

Complete Security/Access Oversight

Fine-tune your content's security for different staff members. CivicClerk's agenda management system allows for in-depth user security. Administrators can set access levels for individual users, allowing you to control who can access what. You can also easily identify attachments for limited access based on staff or security level.

Create Agenda Items in Seconds

Intuitive process is simple for your organization's entire staff. Save hours each week with CivicClerk AMS that can easily track all key item information, create tasks and to-dos with reminders. CivicClerk supports PDF, Word, Excel, PowerPoint and image files, and utilizes a simple drag and drop ordering of all supporting documents.

Agenda Approvals Your Way

CivicClerk's flexible approvals engine adapts to your review process. No more chasing approvals, and playing phone or email tag. Our meeting management system's powerful approvals engine streamlines routing, email notifications, and manages backup approvers. Even last minute changes are a breeze.

Large Packets? No Problem

Create agendas and packets of any size in just seconds. Easily build different versions based on confidential materials inclusion. CivicClerk is an open government system that allows you to immediately publish on your organization's public portal, thus allowing for instant transparency.

Deliver Content to Any Device

Let board members choose how to get meeting content. Efficiently deliver packets of any size by paper, email, Dropbox, download, or board portal. CivicClerk is optimized for all devices including desktops, laptops, tablets, and mobile phones.

Find What You Need Fast

Save time with powerful keyword and filtered search engine. CivicClerk automatically organizes and stores all of your meeting content, so it's easy to quickly retrieve what you're looking for. Our search tool includes past items, attachments, minutes, and agendas by keyword, date range, and more.

Analytics to Improve Performance

Clear reporting provides insight on progress and goals. Dashboards and built-in reporting provide key metrics on the entire agenda and meeting minutes process.



Meeting Minutes

Live Meeting Manager

Run the entire meeting from one spot and simplify votes, manage speakers, and streamline transparency. Our Live Meeting Manager system lets your board members access meetings online and vote electronically from any device. The vote results are then displayed to the attending public.

Easily Record Roll Calls, Motions and Votes

Capture all meeting actions in just one step. Stop retyping repeated entries. Record meeting actions on your desktop, laptop or tablet, and easily copy similar motions and votes to other items. Publish to your public portal for easy access and transparency. We make open governance easy.

Electronic Voting

Build public trust by letting meeting attendees see your finalized vote results in real time. CivicClerk's agenda management software offers a powerful, fully-integrated electronic voting system. Conduct clerk-initiated electronic votes any time and tally board member votes from any device. Once voting is closed, results are displayed and automatically entered into the minutes module for utmost accuracy and transparency. Additional fees apply for this feature.

Customize It. Then Forget It.

No more typing and copying the same info over and over. Using our agenda software, you can set wording, formatting, and text snippets the way you want them - they'll pre-fill automatically, ending repeated entries. Motions, votes, and speaker info are all customizable, with full editing functions for comments and discussion notes.

Flexible Speaker Management

Organize speaker information for on-going and individual items. CivicClerk supports board members, staff and other public speakers, and offers integrated speaker and countdown timers. Last-minute speaker? No problem. CivicClerk lets you add new speakers before, during, and after the meeting.

Display Pages

These are dedicated web pages that are displayed on televisions or monitors in the meeting rooms or chambers. They follow along based on the actions of the Clerk that is running the meeting.

They display a welcome screen (premeeting), the current item being discussed, the current speaker and speaker timer (if applicable), a speaker list, and the vote results once saved by the Clerk.

[Additional fees apply for this feature.](#)



It's easy to create, manage, and finalize your minutes before, during, and after the meeting. CivicClerk automatically generates PDF and Word documents so you can deliver them electronically, by board and public portal, and hard copy.

Board Portal

Get meeting content and action data at your fingertips to make informed decisions. Create and access your own private notes. Get instantly notified when new content is made available, and review online or offline before, during, or after meetings.

Multiple Devices

Access meeting content from any location, anytime. Whether you're working from home, at the office or on the go, CivicClerk lets you access and manage all content with any standard internet browser on your desktop, laptop, tablet, or mobile phone.

Review, Comment, and Discuss

Making and reviewing comments just got a lot easier. Goodbye, fruitless searches for last month's comments. CivicClerk's powerful search and content filter lets you quickly access comments and discussion summaries from previous meetings at any time. Not only that, but you can easily provide your own feedback via email.

Research Past Meeting Content

Quick content retrieval means more productive meetings. Miss a meeting? Catch up when it's convenient for you. Our meeting management software allows complete access to your meeting video archive. All videos are fully integrated with each corresponding bookmarked meeting agenda. Additional fees apply for this feature.

CP Media™ – Live Streaming & On-Demand

Watch your meeting live or later. It's up to you. Miss a meeting? See it when it's convenient for you. Get complete access to your meeting video archive. All videos are fully integrated with each corresponding bookmarked meeting agenda. Additional fees apply for this feature.



Subscriptions and Social Sharing

- Get the word out to your stakeholders. Instantly share meeting content via email, LinkedIn, Facebook, and Twitter. Subscriptions makes it easy to automatically notify the public whenever new meeting content is available.

Keyword Search and Content Filter

- Find what you need when you need it. Rifling through reams of paper is a thing of the past with CivicClerk's advanced search functions. Simply search by keyword to find all relevant content from current and past meetings. You can also easily download agendas, packets, minutes, and supporting documents.

Access Content Anywhere, Anytime

- Manage, edit, and comment on any mobile device. Whether you're at work, at home, or on the go, our meeting management system allows easy access to meeting content via your laptop, desktop, tablet, or smartphone. Delivering complete transparency and engagement with the public.

Public Portal Dashboard

- Get to know your community better. CivicClerk's public portal helps you understand how the public is interacting with your meeting publications by providing keyword analysis and user-friendly usage metric analytics. This will allow you to conduct an in-depth analysis of citizen behavior and help you discover what issues the public finds most pressing.

Live Streaming and On-Demand Video

- Public engagement just got a lot easier. CP Media simplifies live streaming of your organization's meetings and seamlessly integrates all video content with the meeting agenda. On-demand meeting content videos feature clear bookmarking and navigation so viewers can quickly find their area of interest. Additional fees apply for this feature.

Automatic Upgrades

- Customers automatically receive all future version upgrades of the system upon release. New features and functions are based on feedback and customers requests.

Accessible records and data helps increase your organization's productivity by encouraging public engagement and fostering a better informed, more involved community. CivicClerk's public portal also satisfies public disclosure and posting requirements, and reduces the number of public record requests.

Functionality Disclosure

As CivicPlus continues to evolve and improve our solution to support our clients' needs and goals, we reserve the right to upgrade, replace, modify, or terminate any of the features and functionality elements listed, at our sole discretion, and when feasible, providing reasonable notice to our clients of any changes. These features and functionality are offered on a gratuitous basis to our clients (no monetary value per feature) and should any changes be enacted, will not affect any terms in a signed agreement with CivicPlus.

Ongoing Support

Account Management

CivicPlus has a team of dedicated account managers to help you implement the tools needed to successfully meet the level of community engagement that you desire. Upon launch of the AMS, you will have a dedicated member of this team to help you keep up on new CivicPlus products and optimize your system. This specialized team member can provide you with further information on how to engage your citizens, utilizing the tools that CivicPlus has put into place on your new system.

Support Services

With technology, unlimited support is crucial. Our live support personnel, based in the United States, are ready to answer your staff members' questions and ensure their confidence in using our site. When you choose CivicPlus, our knowledgeable staff is available from 7a.m. to 7p.m. (CST) to field your calls, emails, and live chat. Emergency services are available free of charge after regular hours with our on-call staff 24-hours a day. CivicPlus is also proactive in identifying any potential system issues. Through regularly scheduled reviews of site logs, error messages, servers, router activity, and the internet in general, our personnel often identify and correct issues before they ever affect our clients' websites .

Maintenance

- 7 a.m. - 7 p.m. (CST) Monday - Friday (excluding holidays) and 24/7 Emergency Support
- 4-hour response during normal hours
- Dedicated support personnel
- Integration of system enhancements
- Usability improvements
- Online training manuals
- Proactive support for updates & fixes.
- Monthly newsletter s/Ongoing follow-up and check-ins
- CivicPlus Help Center Community Forum

Help Center – www.civicplus.help

CivicPlus clients and their visitors have 24/7 access to our online Help Center where users can review articles, user guides, FAQs, and can get tips on best practices . The Help Center also provides our release notes to keep you in the loop on upcoming enhancements and maintenance. The Community Forum allows your staff and your users to interact with each other, send CivicPlus feedback and suggestions for future system enhancements, and view trending topics among members - along with other functional and engaging features and capabilities.

Investment Proposal Standard

Newcastle, ME

All quotes are priced per project and presented in US dollars.
Pricing is valid for 60 days from March 24, 2020.

CivicPlus endeavors to meet your needs and expectations of your new Agenda Management System. We will discuss your needs, specifications, intended use, and budget prior to finalizing your scope of work. In the event this proposal does not include all of the functionality you need, a new pricing proposal may be provided.

Implementation, Development, and Deployment

CivicClerk Agenda Management System Including:

- Up to Seven (7) Boards
- Agenda Management
- Meeting Minutes
- Item Reports
- Live Meeting Management
- Public Portal
- Board Portal

Professional Services & Training:

- Four (4) Hours of Virtual CivicTraining™
- One (1) Hour of Consulting

Annual Services

- Hosting and Security
- Software Maintenance Including Service Patches and System Enhancements
- 24/7 Technical Support and Access to the CivicPlus Community
- Dedicated Account Manager
- Annual Services are subject to a cumulative annual 5% technology fee increase beginning Year 3 (for non-CPA payment projects) and beyond

Total Investment -Year 1: \$4,500
Annual Services (Year 2 & Beyond): \$3,000

| Jrnl | Invoice Description | Reference | | | |
|---|---------------------|----------------|------------|-------------|--|
| Description | Account | Proj | Amount | Encumbrance | |
| 00897 HAGAR ENTERPRISES, INC | | | | | |
| 0491 Academy Hill Construction | Pay Rec #2 | *** PAID *** | Check # | 24553 | |
| Academy Hill Construction | E 202-50-47 | | 119,064.25 | 0.00 | |
| ROADS RES - PUBLIC WORKS / ACADEMY HILL | | | | | |
| | | Vendor Total- | 119,064.25 | | |
| | | Prepaid Total- | 119,064.25 | | |
| | | Current Total- | 0.00 | | |
| | | Warrant Total- | 119,064.25 | | |

THIS IS TO CERTIFY THAT THERE IS DUE AND CHARGEABLE TO THE APPROPRIATIONS LISTED ABOVE AND YOU ARE DIRECTED TO PAY UNTO THE PARTIES NAMED IN THIS SCHEDULE.

DATE: 4/15, 2020

BRIAN FOOTE
R.BENJAMIN FREY
CAROLYN HATCH
JOEL LIND
WANDA WILCOX

Town Administrator's Report

April 20, 2020

- First off, a few items of note... you saw I shared the Superintendent's email concerning the closure of school for the remainder of the year. This came just before Governor Mills' extension of the State of Emergency until May 15th. I would expect we will see some information this coming week concerning an extension of the Governor's Stay At Home order, which is due to expire on April 30th.
- In news more directly related to us, the Governor's moving of the state primary to July 14th likely moves our town meeting plans into July, at the earliest. We still do not have any guidance from the Secretary of State's office as to how the election will be conducted, but this may largely impact the format of how we frame our town meeting.
- With work on Academy Hill due to begin at the end of the month, I have also continued to move ahead on scheduling a closing on the borrowing for project.
- I received an email from Lincoln Academy this week informing me that LA is no longer planning to use the buildings on the corner of Academy Hill and Hillcrest for student programming. This would negate any need to potential need for a crosswalk at that location.
- Michelle has reached out to Lincoln County Publishing regarding the printing of the town report. It doesn't appear that any of the options we have discussed (larger sizes, mailing to all mailboxes, distribution alternatives) are overly costly though they will exceed our budget for the report.
- I shared with you the results of the LED streetlight conversion via email. Brian has indicated an interest in participating in the interviews with the two companies who submitted bids and we have room for one more Selectman. Both bids considered would allow for the town to recoup their investment within 4 years.
- Last weekend's storm was an unwelcome visitor in already bizarre times. We want to remind people that emergencies that of a safety concern should be reported through dialing 911. All other road issues can be recorded by dialing the town office number and selecting the voice mail prompt for Road Commissioner Seth Hagar. Seth will respond when time allows. Most residents are quite respectful and understand that in the midst of a storm it is a triage situation and mother nature can create situations that no one can adequately respond to. That can be a difficult reality for residents when they encounter poor road conditions, but it is reality and we all must act accordingly and either drive slower or get off the road entirely until our crews can get caught up.

AIA Type Document
Application and Certification for Payment

*Re-printed & Dropped off
@Hagar 4/16/2020*

SC

TO (OWNER): Town of Newcastle
PO Box 386
Newcastle, ME 04553

PROJECT: Academy Hill Reconstruction

APPLICATION NO: 2
PERIOD TO: 3/31/2020

DISTRIBUTION
TO:
- OWNER
- ARCHITECT
- CONTRACTOR

FROM (CONTRACTOR): Hagar Enterprises, Inc
54 Biscay Road
Damariscotta, ME 04543

VIA (ARCHITECT):

ARCHITECT'S
PROJECT NO: 2019-015

CONTRACT FOR: Academy Hill Reconstruction

CONTRACT DATE: 11/19/2019

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Type Document is attached.

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

1. ORIGINAL CONTRACT SUM \$ 1,762,518.25
2. Net Change by Change Orders \$ 0.00
3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 1,762,518.25
4. TOTAL COMPLETED AND STORED TO DATE \$ 157,349.17

5. RETAINAGE:

a. 3.99 % of Completed Work \$ 6,284.92
b. 0.00 % of Stored Material \$ 0.00
Total retainage (Line 5a + 5b) \$ 6,284.92

6. TOTAL EARNED LESS RETAINAGE \$ 151,064.25
(Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT

(Line 6 from prior Certificate) \$ 32,000.00

8. CURRENT PAYMENT DUE \$ 119,064.25

9. BALANCE TO FINISH, INCLUDING RETAINAGE
(Line 3 less Line 6) \$ 1,611,454.00

CONTRACTOR: Hagar Enterprises, Inc
54 Biscay Road Damariscotta, ME 04543

By: Seth Hagar / V.P. Date: 3/23/20
Seth Hagar / Vice President

State of: ME

County of: Lincoln

Subscribed and Sworn to before me this 23rd Day of March 20 20

Notary Public: Diana M. Naimen

My Commission Expires: 01/03/2027

ARCHITECT'S CERTIFICATE FOR PAYMENT

In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ _____

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

| CHANGE ORDER SUMMARY | ADDITIONS | DEDUCTIONS |
|--|-------------|-------------|
| Total changes approved in previous months by Owner | 0.00 | 0.00 |
| Total approved this Month | 0.00 | 0.00 |
| TOTALS | 0.00 | 0.00 |
| NET CHANGES by Change Order | 0.00 | |

AIA Type Document
Application and Certification for Payment

TO (OWNER): Town of Newcastle
PO Box 386
Newcastle, ME 04553

PROJECT: Academy Hill Reconstruction

APPLICATION NO: 2
PERIOD TO: 3/31/2020

DISTRIBUTION
TO:
_ OWNER
_ ARCHITECT
_ CONTRACTOR

FROM (CONTRACTOR): Hagar Enterprises, Inc
54 Biscay Road
Damariscotta, ME 04543

VIA (ARCHITECT):

ARCHITECT'S
PROJECT NO: 2019-015

CONTRACT FOR: Academy Hill Reconstruction

CONTRACT DATE: 11/19/2019

| ITEM | DESCRIPTION | PLAN QTY | UNIT PRICE | SCHEDULED VALUE | PREVIOUSLY COMP QTY/% | PREVIOUS APPL | COMP QTY/% THIS PERIOD | COMP AMT THIS PERIOD | STORED MATERIAL | COMPLETED AND STORED | % | BALANCE |
|----------------------|--|----------|------------|-----------------|-----------------------|---------------|------------------------|----------------------|-----------------|----------------------|--------|----------------|
| 1 | Base Bid excluding Allowances | | .0000 | 1,392,768.50 | | 0.00 | 9.000% | 125,349.17 | 0.00 | 125,349.17 | 9.00 | 1,267,419.33 |
| 1 | Base Bid including Additional Items | | .0000 | 26,500.00 | | 0.00 | .000% | 0.00 | 0.00 | 0.00 | .00 | 26,500.00 |
| 1a | Base Bid Rail Road Coordination Allowance | | .0000 | 10,000.00 | | 0.00 | .000% | 0.00 | 0.00 | 0.00 | .00 | 10,000.00 |
| 1b | Base Bid Ledge Removal Allowance | | .0000 | 15,000.00 | | 0.00 | .000% | 0.00 | 0.00 | 0.00 | .00 | 15,000.00 |
| 2 | Option 1: Mill Road Crossing | | .0000 | 51,755.75 | | 0.00 | .000% | 0.00 | 0.00 | 0.00 | .00 | 51,755.75 |
| 5 | Option 4: Pedestrian Lighting excluding Allowances | | .0000 | 77,874.00 | | 0.00 | .000% | 0.00 | 0.00 | 0.00 | .00 | 77,874.00 |
| 6 | Option 5: Shim Coat Road | | .0000 | 32,000.00 | 100.000% | 32,000.00 | 0.000% | 0.00 | 0.00 | 32,000.00 | 100.00 | .00 |
| 7 | Alternate 1: Granite Curbing (less 160') | | .0000 | 156,620.00 | | 0.00 | .000% | 0.00 | 0.00 | 0.00 | .00 | 156,620.00 |
| REPORT TOTALS | | | | | | | | | | | | |
| | | | | \$1,762,518.25 | | \$32,000.00 | | \$125,349.17 | | \$157,349.17 | | |
| | | | | | | | | | \$0.00 | | | \$1,605,169.08 |