

Town of Wayne Selectboard

Members: Don Welsh, Trent Emery, Amy Black, Stan Davis, and Lloyd Irland

Meeting Agenda

Date: Tuesday, March 27, 2020

Time: 4:00 PM.

Place: Wayne Elementary School – Remote Participation Only

Join Zoom Meeting

<https://us04web.zoom.us/j/290256297?pwd=UGtVSDNwOGs2bUV4WWRub0lnMTBqQT09>

Meeting ID: 290 256 297

Password: 001177

Selectboard Members Present / Quorum.

Call Meeting to Order.

We encourage everyone in attendance to read the Selectboard Bylaws.

Selectboard Meetings are working meetings between Board members and town staff.

All participants must be recognized by the Chairperson before speaking.

Pledge of Allegiance.

Conflict of Interest.

Minutes.

Warrants.

New Business.

- **Consider purchasing emergency alert program from AlertMedia**

Town Manager Recommendation: Move the Board to authorize the Town Manager to sign three-year contract with AlertMedia (see attached proposal)

Selectboard Goals.

Supplements and Abatements.

Town Manager Report.

Board Member

Public Comments.

Adjourn.

The next regularly special scheduled for **Tuesday March 31, 2020**, at the Wayne Elementary School – Remote Participation

To: Selectboard
From: Aaron Chrostowsky
Re: Remote Participation Guidance
Date: March 25, 2020

Below is some general Guidance for all of you wish to participate in our meetings remotely.

Notice Requirements

Posting of meetings is still required. You will notice on the agenda the following changes:

**Town of Wayne
Selectboard**

Members: Don Welsh, Trent Emery, Amy Black, Stan Davis, and Lloyd Irland

Meeting Agenda

Date: Tuesday, March 27, 2020

Time: 4:00 PM.

Place: Wayne Elementary School – Remote Participation Only

Join Zoom Meeting

<https://us04web.zoom.us/j/290256297?pwd=UGtVSDNwOGs2bUV4WWRub0lnMTBqQT09>

Meeting ID: xxx xxx xxx

Password: xxxxxx

Participation

Participation is anyone wishing to attend, ask questions, comment and vote at our Board meetings including board members, town staff and residents.

Remember, the public may attend these meetings, but we are under no obligation to seek public input unless required by statute (ie public hearings).

My recommendation is that we mute individuals. Then, require them to ask questions/ comments in the chat window, when we open up for public comments.

For Example:

Selectboard Members Present / Quorum. Call Meeting to Order.

Selectboard Chairperson will have to conduct a roll call vote for all members present. Selectboard Chairperson will have to call each board members name, each board member will have to respond with Yes and/or Present.

If we have quorum, we may continue. Selectboard Chairperson will need to verbalize that we have quorum for the record.

Selectboard Chairperson will need to ask for other present, to state their name for the record. For me, Aaron Chrostowsky, Town Manager present. Greg Black and so on...

Voting

Selectboard Chairperson will have to call the roll for each vote.

Selectboard Chairperson will have to call each board members name, each board member will have to respond with Yes or No.

Reminder

The audio and video will be recorded for all these meetings and, are subject to Freedom of Access Act requests. I suspect the media will be around soon testing us.

Please set up your remote meeting participation site in a manner, that is quiet and free from disruption.

Make sure your location doesn't have anything that might cause embarrassment in the background ie inappropriate signage and dirty laundry.

As one of my graduate school professors regularly reminded us, *"be mindful of your actions, you work in a fish bowl, and anything you don't want your grandmother/grandchildren to see. Don't do it."* I trust you all.

To: Selectboard
From: Aaron Chrostowsky
Re: Emergency Alert Notification System
Date: March 25, 2020

As a result of the Coronavirus Pandemic, we agreed that we needed to community publicly to the community about certain changes to operations..

We were working on sending out a bulk mailer to reach all mailing addresses in Wayne to let residents to sign up for this new emergency notification system, we called Notify Wayne by going to a survey monkey account to collect names and phone numbers/ email addresses. Then we would have to export that data to a google group's account. And, an SMS texting platform. This would be time-consuming and frustrating for me to manage.

AlertMedia Offers a seamless fully integrated notification system platform. It is capable of collecting names, phone numbers and email addresses. Then, allowing an administrator(s) to send texts, emails to individuals who have registered for notifications for specific notifications. Residents can elect what type of notifications they would like to receive and method (text, email).

Examples:

- Public Health Alerts
- Road Maintenance
- Tax Updates
- Dog Updates
- Election Updates
- Solid Waste/ Transfer Station Updates
- Meeting Updates
- Town Office Updates
- High-water/ Flooding Alerts
- Ladd Recreation Center Updates
- Public Safety Alerts

Administrator(s) can use internal to notify staff/ committee members of meetings and office closures too.

If we open this product up to multiple administrators such as Town Clerk, Tax Collector , Fire Chef, , Aging at Home Coordinator, Ladd Rec. Director and Board Chairpersons, we should set some rules.

This product can help through this local emergency but also help us communicate better with residents.

Cost

	FY 19-20	FY 20-21
AlertMedia¹	\$1,125²	\$4,275

Notes:

1 – Estimate is configured by number of people alerted (up to 600 people). \$375/ mo. and \$4,275/ yr.
2 - Current, FEMA guidance on reimbursable expenses is not clear if this service is reimbursable. I have made inquiries into both Kennebec County Emergency Management Agency and Maine Emergency Management Agency. If this is reimbursable expense, this could cover the 75% of the cost for the duration of the event. For example: Estimated length of national emergency, 3 months cost \$1,125, Reimbursable up to \$844.

Funding Source

For Approved FY 19-20 Budget

	Budget Net	Unexpended Balance
Selectboard Contingency		
Misc. Expenses (as of 3/25/2020)	\$4,000	\$3,352.40

For Proposed FY 20-21 Budget

	Budget Net
Public Safety	
NotifyWayne Alert System	\$4,275

Recommended Action

Consider purchasing emergency alert program from AlertMedia

Town Manager Recommendation: Move the Board to authorize the Town Manager to sign three-year contract with AlertMedia (see attached proposal)

Questions

Maranacook School System and Winthrop Communication Center use other similar notification systems. I hope to get another quote prior to our meeting.

And, find out of this service is reimbursable.



CONFIDENTIAL PROPOSAL FOR
Town of Wayne, Maine

March 25, 2020

This proposal is valid until March 31, 2020



PROPRIETARY AND CONFIDENTIAL INFORMATION BELONGING TO ALERTMEDIA, Inc.

This document and the information contained herein contains trade secrets, confidential and proprietary information belonging exclusively to AlertMedia, Inc. ("AlertMedia"). The recipient hereof agrees: to maintain the confidentiality of this document and the information contained herein and therefore agrees not to disclose the contents to any third party; within the recipient's organization to only share this information with persons employed by such organization with a need to know; to only use this document and the information contained herein to assess the products and services to be provided by AlertMedia; and to return or destroy all copies of this document upon request by AlertMedia.



2 INTRODUCTION



The team at AlertMedia is pleased to present you with this proposal, and we are excited to have the opportunity to work with your organization.

When critical incidents occur, and you need to quickly communicate with your audience, use AlertMedia to securely and reliably deliver notifications within seconds. Send two-way communications over text message, voice call, mobile app push, email, social media, and unlimited custom channels to keep your people safe and informed.



Simple and Intuitive Screens

Enjoy a modern user experience that requires no training.



World-Class Customer Support

Succeed with the ongoing help of your dedicated account manager.



Any-Channel Communication

Reach your audience on any channel, anywhere in the world.



Unmatched Reliability & Speed

Benefit from our global reach and enterprise infrastructure.



Audience Participation

Collect audience feedback through surveys, confirmations, and replies.



Local Threat Intelligence

Monitor for events that might impact the safety of your people.



Streamlined Onboarding

Easily sync your people data and roll out AlertMedia to your team.



Enterprise Security

We offer encryption at-rest and in-transit, SOC 2 and GDPR compliance.

In over 90 countries, leading organizations use AlertMedia to keep their people safe, informed, and connected during critical events.



3 QUOTE SUMMARY



ALERTMEDIA COMMUNICATION SOFTWARE	
<p>Any-Channel Message Delivery Interact with your audience using SMS/text, voice (mobile or landline), email, mobile application, social media, or any custom channel Usage: First 60,000 SMS/text messages per year included. Additional texts billed at \$0.015 per text. First 30,000 voice minutes per year included. Additional minutes billed at \$0.03 per minute.</p>	✓
<p>Dedicated Account Manager, Account Setup, and Training We assign you an experienced, dedicated Customer Success Manager to setup your account, train your admins, and oversee the ongoing support of your people.</p>	✓
<p>Automated Data Sync We'll help you sync your peoples' data via Active Directory, CSV files, or SFTP.</p>	✓
<p>Unlimited Admins Empower all your global and local admins to communicate during critical events.</p>	✓
<p>Smartphone Users – iOS and Android Downloads Your admins and audience will have access to the AlertMedia experience and in-app messaging via our native mobile apps.</p>	✓
<p>24/7 Support for All Your People Our staff are available to you and your audience around the clock to provide support.</p>	✓
<p>Threat Content Access global threat intelligence and alerts within AlertMedia (i.e. severe weather, traffic, disasters, and other incidents that might threaten the safety of your people).</p>	✓
<p>Assigned Emergency Number Your organization gets a dedicated phone number (local or 800) that gives your audience a direct line into the AlertMedia system and your team.</p>	✓
ADDITIONAL PREMIUM FEATURES	
<p>Single Sign-On Leverage your organization's user authentication process.</p>	Not Included
<p>Application Programming Interface (API) Access Customize your experience with development and integrations.</p>	Not Included
<p>Scheduling Track schedules to send notifications to available people.</p>	Not Included
<p>Desktop Client Send notifications to computer desktops, taking over the screen to deliver messages. Unless otherwise noted, Customer can deploy the Desktop Client on the same number of computers as the Included Audience defined on the Customer Acceptance Form.</p>	Not Included
<p>Threat Assessment & Warnings Our impact assessment engine continuously monitors for threats around the world, calculating the proximity of those threats to your people, locations, and assets. You will see impact details for each threat, as well as receive notifications as they occur via email, app push, and/or text. Unless otherwise noted, Customer can track Threats against their Included Audience and up to two locations.</p>	Not Included

4 QUOTE SUMMARY CONTINUED



Important Notes

- Setup and activation of your AlertMedia instance usually takes less than 24 hours.
- As an AlertMedia customer, you will be assigned a Customer Success Manager to assist with setup, training, and ongoing assistance.
- SMS/text and voice minutes are included based on USA domestic notifications only. International rates apply to SMS or voice messages sent or received outside the USA.
- One SMS/text consists of 160 characters (or 70 characters if using Non-GSM characters). Your usage will be measured per SMS/text.
- Usage amounts given in Any Channel Message Delivery are for annual payment option. If Customer chooses to pay monthly, included Usage will be converted to monthly amount by dividing the Usage numbers by 12.
- If you need the team at AlertMedia to develop any custom integrations, such work will be subject to a mutually agreeable Statement of Work which outlines the scope and pricing of such development.
- This price quote assumes acceptance of AlertMedia's standard Terms of Service. Changes to our standard Terms of Service may result in an increase in price or other adjustments to this quote.
- This proposal is confidential, and we ask that you do not share this information.

5 CUSTOMER ACCEPTANCE FORM



Please sign this page and return the entire proposal to: **thomas.wilson@alertmedia.com**

Subscription Price: (Please select one)	<input type="checkbox"/> \$650 \$375/month <input type="checkbox"/> \$7,800 \$4,275/year (Includes 5% Annual Payment Discount)
Included Audience:	Up to 600 People managed through opt-in only Additional people: Customer can add more than the included number of people at a rate of \$0.50 per person per month.
Term:	3 Years*
Planned Use:	Customer will use AlertMedia to: <ul style="list-style-type: none"> • Send emergency notifications when critical events, such as severe weather or workplace violence, threaten the health and safety of message recipients.

*This Agreement is contingent upon the continued availability of funds after year 1. If funds become unavailable due to the non-appropriation of government funding in years 2 or 3, Customer may terminate this Agreement. This section shall not be construed to enable a termination for convenience by Customer.

Acceptance

Please sign and date this Customer Acceptance Form to indicate your acceptance of this Proposal as an authorized representative of Customer. Your Alert Media account will be activated within 24 hours of returning this page to Alert Media. Payment will be due net-30 days from the date of acceptance of this proposal. This Customer Acceptance Form is governed by the Terms of Service found at <http://www.alertmedia.com/terms-of-service>.

ACCEPTED on the _____ **DAY** of _____, **2020**

BY: Town of Wayne, Maine

(signature)

(print name)

(title)

Selectboard Contingency

Department(s): 120
ALL Months

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
120 - Selectboard Contingency	4,000.00	647.60	3,352.40	16.19
65 - Unclassified	4,000.00	647.60	3,352.40	16.19
01 - Contigent	4,000.00	647.60	3,352.40	16.19
Final Totals	4,000.00	647.60	3,352.40	16.19