

# MEETING AGENDA

Androscoggin County Commissioners  
2<sup>nd</sup> Floor Conference Room  
October 6, 2021  
5:15 p.m.



**I. Call Meeting to Order** Time: \_\_\_\_\_

**II. Pledge of Allegiance**

**III. Roll Call** Commissioners Absent: \_\_\_\_\_

**IV. Finalize Preliminary Budget**

**V. Accept and Approve with a Waiver of Reading the Minutes**

A	Meeting Dates: September 15, 2021	
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**VI. Review and Approval of all Bills, Part-Time Deputies Payroll**

A	Warrants # Payroll, 2134, 2211J.	
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**VII. Reports**

A	M.C.C.A.	
B	Central/Western Maine Workforce Board	
C	Administrator's Report	

**VIII. Comments from the Public** Notes:

A	Town of Leeds	
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**IX. New Business** Notes:

	Remote Meeting Policy	
A	1. Public Hearing 2. Approve Remote Meeting Policy	
B	Approve Fund Accounting Software	
	ARPA Proposals	
C	1. HVAC Presentation 2. Approval of Requests (HVAC, Flooring & Roofing)	

**X. Discussion Items (Commissioners Only)**

A	Sheriff's Dept. Recruitment & Retention	
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**XI. Future Agenda Items (Commissioners Only)**

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**XII. Adjourn** Time: \_\_\_\_\_

Next Commissioners' Meeting: October 20<sup>th</sup> at 5:15 p.m. in the 2<sup>nd</sup> Floor Conference Room

**COUNTY OF ANDROSCOGGIN**  
**Remote Participation Policy**  
**Adopted Pursuant to Title 1 MRSA § 403-B**

**Purpose**

It is the policy of the Androscoggin County to allow elected members of the Board of County Commissioners, appointed County employees and the general public to participate in public meetings as defined by Title 1 § 403 M.R.S.A. by remote means including but not limited to telephonic and video conferencing capabilities.

**Conditions and Requirements**

Members of the public body (elected officials) are expected to be physically present for public proceedings except when being physically present is not possible. Circumstances in which physical presence for one or more members is not possible shall include:

1. The existence of an emergency or urgent issue that requires the public body to meet by remote methods;
2. Illness, other physical condition or temporary absence from the jurisdiction of the body that causes a member of the body to be unable to travel to and attend in person at the location in the notice provided by Title 1 § 406 M.R.S.A.; and
3. Members of the public will be provided the ability to participate by remote methods and the County will provide conference call and/or video connection web links to any member of the public that wishes to participate by remote methods.
4. If public input is allowed at any meeting where remote participation is allowed, the County will provide an effective means of communication between the members of the body and the public.
5. All notices of proceedings will be advertised by notification to local media, posted on the County's website and bulletin boards. The notice will include the means by which members of the public may access the proceeding using remote methods. The notice will also identify where the members will be meeting in person and this location will be available for members of the public to attend in person as well.

6. A member of the body who participates in a public proceeding by remote methods is present for purposes of a quorum and voting;
7. All votes taken during a public proceeding using remote methods must be taken by roll call vote that can be seen and heard if using video technology, and heard if using only audio technology, by other members of the public body and the public; and
8. All documents and other materials considered by the public body will be made available electronically or otherwise to the public who attend by remote methods to the same extent customarily available to members of the public who attend the proceedings in person.

**Effective Date**

The policy is effective on the date it is adopted following a public hearing held on October 6, 2021 at Auburn, Maine. It may be amended by the Board of County Commissioners following the provisions on Title 1 M.R.S.A. § 403-B

Androscoggin County Board of County Commissioners

October 6, 2021 at Auburn, Maine:

Androscoggin County Board of Commissioners

_____	_____
_____	_____
_____	_____
_____	

Attest:

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Larry Post, County Administrator



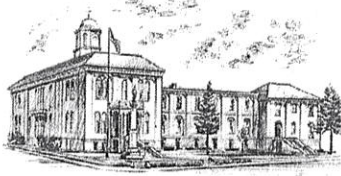
# ANDROSCOGGIN COUNTY

## Treasurer's Office

**Finance Director/Treasurer**  
Clarice Proctor

**Senior Finance Clerk**  
Jennifer Morin

**Finance Clerk**  
Hillary Nadeau



2 Turner Street  
Auburn, ME 04210  
207-753-2500

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To: Commissioners, Larry Post  
From: Clarice Proctor, Treasurer

Re: Financial Software for Treasurer's Office:

I've researched different software companies capable of fund accounting, which is required for government financials. I found three that are date driven vs. database driven. As discussed in a prior meeting a date driven software would allow us to incorporate grants with different fiscal dates as well as the Jail, saving us time. We currently have the Jail in a different data base and have to combine it with the county in an Excel spreadsheet. I contacted these three software company for proposals.

A summary of these three proposals are as follows:

**Accufund:** Total Price: \$ 43,759 and \$6,799 annual maintenance

There were two references, both indicated same issue which is the stock software is not designed for municipalities. The company that modified it for the two towns that I spoke with is not in business any longer. Even though the price is the lowest of the three, there is concern that it will not meet our needs. If we do find someone to modify it for governmental accounting, there's no way of knowing how much this modification would cost and how well it would perform. The references (towns) were also much smaller than the county.

**Blackbaud:** Total Price: \$50,963/year.

This is the most expensive quote, as it is \$47K-50K per year. It's a cloud version and requires annual fee rather than an actual purchase. This company would not send references that I could speak to. They would only send a video of a customer testimonial. It also doesn't include payroll, therefore, adding a payroll company for payroll services would need to be added to this cost. This software will not meet our needs.

**Abilia-MIP Fund Accounting:** Total Price \$70,059 to purchase and \$12,899 annual maintenance

This company sent 5 different references. All references had positive reviews about the software and company. I had a lengthy conversation with the finance person in Groton MA. She was very helpful in demonstrating how this software will accommodate government accounting. She even offered to help if we needed assistance with set up.

**Recommendation: Based on references, functionality and price, I would recommend Abila MIP Fund Accounting for accounting software.**

9/29/2021

CFDA#

21.027

**AMERICAN RESCUE PROJECTS LIST**

Total Allocation : \$21,031,538

Category A	Project	Proposed Total Cost	Approved	Spent	Grant Section
	2. HVAC system, increased air ventilation within Jail				COVID Mitigation
	3. HVAC system, increased air ventilation within County building	\$ 6,469,000			COVID Mitigation
	4. Premium Pay- \$5,000 each full time employee, retro pay for 2020 hours worked, including taxes & benefits.	\$ 651,502	\$ 651,502	\$ 651,502	Premium Pay
	5. Probate Renovation, to allow staff & customers more social distancing	\$ 173,134	\$ 173,134		COVID Mitigation
	6. Commissioner Meeting Room (conference room) to enable social distancing & remote meetings	\$ 150,000			COVID Mitigation
	7. DA Trial Assistant, to assist with backlog of court cases	\$ 50,000	\$ 50,000		COVID Mitigation
	8. Jail Medical Contract increased to 24/7 health coverage due to Covid	\$ 291,366	\$ 291,366		COVID Mitigation
	11. Body Scanner Jail - mitigate COVID in Jail & maintain social distancing	\$ 159,000	\$ 159,000	\$ 159,000	COVID Mitigation
	12. Space Needs Assessment for Public Safety Dept to insure social distancing	\$ 36,000	\$ 36,000	\$ 2,800	COVID Mitigation
<b>Total Category A</b>		\$ 7,980,002	\$ 1,361,002	\$ 813,302	
<b>Revenue Replacements</b>					
		Total Revenue Loss Funds	\$ 859,694	\$ 859,694	
<b>Project</b>		<b>Proposed Total Cost</b>	<b>Approved</b>	<b>Spent</b>	<b>Grant Section</b>
	1. Fund Accounting Software - to account for grants more efficiently.	\$ 70,540	\$ 75,000		Revenue Loss
	9. IT - Modernization of Cybersecurity	\$ 150,000			Revenue Loss
	10. Flooring, Roofing County Building - Government Services, Maintenance	\$ 70,000			Revenue Loss
	13. Jail UPS battery backup computer equipment	\$ 7,525	\$ 7,525		Revenue Loss
<b>Total Category C</b>		\$ 298,065	\$ 82,525	\$ -	
<b>Remaining Revenue Loss Funds</b>		\$ 561,629	\$ 777,169		
<b>Total Grant Funds Spent</b>		\$ 8,278,067	\$ 1,443,527	\$ 813,302	
<b>Remaining Available Grant Fund</b>		\$ 12,753,471	\$ 19,588,011		