InforME Board Meeting

**Meeting Date:** February 22, 2024

**Meeting Time:** 1:00 PM - 3:00 PM

**Meeting Location:** Virtual Meeting

**Attendees**

**Board Members Present**

Nick Marquis

Shenna Bellows

Kathy Montejo

Jeremy Cluchey

Adam Fisher

Chris Pinkham

David Simsarian

Michael Cyr

Sam Foster, non-voting member

**State of Maine Staff**

Jason Tourtelotte

**InforME/NIC Staff**

Tony Brodie

Kim Duplisea

**The meeting was called to order at 1:06PM**

* 1. Welcome and Introductions
  2. Adoption of August and October 2023, January 2024 Minutes

Motion: Chris PInkham motioned to adopt the minutes.  
Second: David Simsarian

Vote: Unanimous

* 1. Voting Item: Rapid Renewal Fee Increase

Sam Foster provided an overview of the project. A change to the percentage fee is being proposed. This fee is charged to users that pay by credit cards. The fee was introduced in 2012 and has never increased. The increase to the percentage fee is being proposed to offset the increased merchant fees being charged. These fees have steadily increased due to post-COVID and inflationary markets.

Between 2019 and 2022, InforME’s merchant fee expenses have grown 12% faster than our interactive government service revenue. The percent fee applied to online rapid renewal credit card transactions will increase from 2.07% of excise tax to 2.5% to excise tax. This is an increase of about $0.83 on average.

The target implementation for this increase is March 2024. One board member asked if this gives enough time to communicate the increase and allow municipalities to opt out if necessary. If any communications result in many questions from municipal participants, this may delay the targeted implementation.

Secretary Bellows also provided additional information including the research and meetings they have had with Maine Municipal Association representatives. The 2.5% fee aligns with fees that are charged within many municipal offices.

The board asked about the merchant fees and how messaging will be crafted to show that the fees are not simply a “money grab” by the state. Sam spoke to working with other Tyler Digital Solutions states to work on this messaging.

Motion: Chris Pinkham motioned to adopt the minutes.  
Second: David Simsarian

Vote: Unanimous

* 1. Disaster Recovery Exercise: March 7, 2024

Sam Foster provided an update that Tyler Maine is on target to perform a disaster recovery exercise on March 7, 2024.

* 1. Revenue Sharing Update

Nick Marquis provided an update on the revenue share. After meeting with the Attorney General, it was determined that the focus on the revenue sharing would be on the three bulk data/premium service providers DPS, SOS, and IF&W. This money would be distributed to those agencies as needed based on the interpretation of how the money is allocated.

Motion to accept revenue share payment by Tyler Maine and applied to DPS, SOS, and IF&W in accordance with the InforME contract: Nick Marquis

Second: Kathy Montejo

Vote: Unanimous

* 1. Board Vacancies

Nick Marquis has a short list of nominees for vacancies. He is vetting those vacancies currently. He has also contacted the Maine State Librarian to nominate for the Maine Libraries seat. Once there is clarity that the people are interested and willing to join the board, he will provide the names and open this up for discussion.

* 1. Next Board Meeting Dates

March 28, 2024: 1:00 PM - 3:00 PM

The meeting was adjourned at 1:40.