

CONNECTME



State of Maine
ConnectME Authority
59 State House Station, Augusta, Maine 04333-0059
Connect.ME@maine.gov
www.Maine.gov/connectme/

Dick Thompson
Chair

Authority Members - Denise Garland - Susan Woods - Bruce Williamson - Ralph Johnson

BOARD MEETING

Friday October 26, 2018 @ 2:00 p.m.

Maine Public Utilities Commission

101 Second Street
Hallowell, ME 04347

Telebridge # 877-455-0244
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AGENDA

1. Introduction to ConnectME Authority Board Members & Staff
2. Macpage Audit Presentation and Findings
3. UVEC Sherman/Stacyville Update
4. Approval of July 27, 2018 & September 28, 2018 Minutes and Review of Financial Report
5. Director Report
6. Other Business
7. Public Comments

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September 28, 2018

ConnectME Authority – Meeting Notes

1. Introductions: Authority Board Members: Dick Thompson, Denise Garland & Sandy Saunders

Authority Staff: Heather Johnson and Brooke Johnson.

Members of the Public were asked to introduce themselves.

2. Vetro Fiber Map – Will Mitchell: Heather Johnson introduced Will Mitchell, CEO at NBT Solutions. Will Mitchell walked through his presentation. NBT is a software development and GIS mapping Company. The application is a web based fiber management GIS platform that makes it easy to design, cost, market and provision broadband networks. This application is currently being sold nationally & globally to competitive ISPs, rural telco, engineers & municipalities. Will Mitchell focused his presentation on evaluate and design. For Evaluate, this application can tell you what it cost in a selected area to deploy fiber to the home. For design, this application is used for cabling and splice points. Will Mitchell showed a sample market assessment and automated design cost for Westbrook and cost estimates for a region by town. Dick Thompson asked if this application could do an estimate for towns that say they have no broadband? Will Mitchell said yes. Dick Thompson mentioned that this application would be useful for towns to use the data to get funding. Will Mitchell discussed the ConnectME goals and roles such as, address level availability mapping & assisting communities. Heather Johnson explained that we can use a few smaller areas to test this application and that we have some gaps but we don't know what it cost to build in those areas and this could give us a low, med and high range. Currently ConnectME does not have any way to validate any grant requests that come in and this application could help with that problem.
3. Mohegan Plantation: Heather Johnson described that Monhegan is the first out of Phase I for planning grants to be ready to move to Phase II. Monhegan is an example of what ConnectME hopes to see coming out of Phase I plans. Monhegan had great provider meetings and community outreach. Heather Johnson explained that Monhegan is ready to build out a network plan and start the RFP process and money is already set aside for them in Phase II. Dick Thompson suggested that the Executive Director use this as a milestone and she can approve the movement into Phase II. Heather Johnson described that she feels good approving Mohegan to move into Phase II. Heather Johnson explained that she thinks using the Vetro map application on Monhegan and seeing how close the two are will be a good comparison. Dick Thompson asked how can we use Vetro Map? Heather Johnson explained that she is working with Will Mitchell right now on pricing for an annual subscription for ConnectME and it is under signing authority that she has and we will be moving forward with that contract. Heather Johnson pointed out that this application could save us a

considerable amount of money for Phase II Planning grants next year that can be applied to infrastructure grants instead.

4. Audit Update & Budget Approval: Brooke Johnson described that over the past few months she has been working with Macpage in providing them with all required documentation and answering any questions they had to complete the audit. Macpage sent a list of documents they needed and in that list, was a request for a FY18 budget. Brooke Johnson explained that ConnectME currently did not have an approved budget for FY18 or FY19 so she created them and they will both need to be approved. Macpage has stated that they will have a final audit submitted to the State on October 15th and then they will present their findings during the October Board meeting. Brooke Johnson explained the only odd finding that has been brought to her attention so far is there was a grant overpayment during the employee transition period at the beginning of this year but that has been handled and a payment is being sent to ConnectME. Brooke Johnson described how she created the FY18 budget using actuals from the Solix reports and then she went through each line item for the projected budget. Dick Thompson suggested we do an electronic vote to for approval of the FY18 and FY19 budgets.
5. Approval of July 27, 2018 Minutes and Financial Report: Approval of minutes and review of financial report were tabled until next Board meeting.
6. Director Report: Heather Johnson described the waterfall financials to show what we would have at the end of the year. Heather Johnson talked about currently working with Sewall to get neighborhoods with address that are under 10/1 & 25/3. We will then give the providers and communities a chance to look at the list and confirm or deny. ConnectME is working on a portal or tool for this communication and we should have a clear list verified by communities and providers of who has under 10/1 & 25/3. Heather Johnson believes that the USDA will accept this instead of a census block approach. Sewall should have this information to us in November and we would have between 45 & 60 days for verification. Sarah Davis compliments ConnectME for taking a proactive step to find people. Heather Johnson talked about our e-Connectivity Pilot Comments that were filed on the due date and that Maine had a good presence. Communities are asking for a roadmap and she has been working with Nick Battista on proving this roadmap and will continue down the path of giving communities the tools they need.
7. Other Business: No other business
8. Public Comments: No public comments

Board meeting adjourned at 3:10 p.m.

**MAINE CONNECTME FUND CASH FLOWS ANALYSIS
FOR THE FISCAL YEAR END JUNE 30, 2019
PREPARED FOR CONNECTME AUTHORITY BY SOLIX, INC.**

CONNECTME FUND BALANCE @ 6/30/18 **1,470,399.12**

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL 19 ACTIVITY
Cash Receipts:													
Assessments	137,144.25	660.46	388.29										138,193.00
Broadband Sustainability Fund Settlement - GWI													-
Interest Income	389.26	405.20	457.12										1,251.58
FirstNet													-
Miscellaneous Income													-
Total Receipts	137,533.51	1,065.66	845.41	-	-	-	-	-	-	-	-	-	139,444.58
A/R Refunds													-
Expenses:													
Data Collection, Analysis, and Mapping	(3,700.00)												(3,700.00)
OIT Personal Services	(49,721.71)		(39,513.45)										(89,235.16)
Planning Grants	(10,872.50)	(29,650.00)	(8,750.00)										(49,272.50)
Infrastructure Grants	(76,074.50)		(22,500.00)										(98,574.50)
FirstNet													-
Software Search Tool Purchase													-
Operational Services													-
Web Design and Maintenance	(10,704.00)		(25.00)										(10,729.00)
Total Support	(151,072.71)	(29,650.00)	(70,788.45)	-	-	-	-	-	-	-	-	-	(251,511.16)
Administrative Expense	(2,125.00)	(2,125.00)	(2,125.00)										(6,375.00)
Audit Expense													-
Bank Charges													-
Miscellaneous Expense													-
Total Expenses	(153,197.71)	(31,775.00)	(72,913.45)	-	-	-	-	-	-	-	-	-	(257,886.16)
OPERATING SURPLUS/(DEFICIT)	(15,664.20)	(30,709.34)	(72,068.04)	-	-	-	-	-	-	-	-	-	(118,441.58)
ENDING CONNECTME FUND BALANCE	1,454,734.92	1,424,025.58	1,351,957.54										1,351,957.54