October Meeting Notes

28 October 2020

Zoom Recording: https://networkmaine.zoom.us/rec/share/fpUzFX5KP_vZtHJigpAhvN0czDdiefSu8XKfwCML-hPq0fxe-vjqHQzUsk-pAlM.NmhjuwC7sUd0UUGM

Introductions of Members and Staff
Jeff Letourneau, Susan Corbett, Fred Brittain, Heather Johnson and Kate Boyd as alternate, Liz Wyman, Jasmine Bishop, Nick Battista, Peggy Schaffer, Stephenie MacLagan

Meeting Kickoff
Self-introduction—Jasmine
Broadband Stories—Nick

Notes of Last Meeting
Approval: Susan motioned, Jeff 2nd, 7:0

Other Business
Approval to move other business to front of agenda: Fred motioned, Susan 2nd, 7:0
Votes to Connect the Kids—Nick
Board Discussion Welcomed
  • Process to-date
  • Amount of coronavirus relief funding
  • Data collection
  • Financial structure requirements
    o Fiscal agent designation
    o Contracting parties
    o Risk management
  • Program requirements
    o Unserved designation

Approval for ConnectMaine Authority to accept up to $12 million in coronavirus relief funds to implement a program to connect students and teachers, with the specific amount to be determined through a process of identifying projects, and acceptance is conditioned on the execution of a fiscal agent memorandum of understanding between the Office of Broadband and the ConnectMaine Authority: Fred motioned, Susan 2nd, 7:0
Public Comment Welcomed

- Statutory requirements, including installation of infrastructure would not occur within the same time period
- Identification of specific student and teacher premises
- Interagency cooperation
- Timeframe for Connect the Kids
- Determination of project completion
- Risk on grantees, internet service providers

Board Discussion Welcomed

- Review of statute and rule

Approval to waive rule sections 5 and 6 with regard to unserved areas and grant application process, given the current coronavirus crisis and for the sole purpose to Connect the Kids, and finding that waiving these isn’t inconsistent with the statute: Liz motioned, Fred 2\textsuperscript{nd}, 7:0

Board Discussion Welcomed

- Designation of identified student and teacher premises as unserved areas
- Means by which premises were identified and shared
- Timeframe of identifying premises

Approval to designate student and teacher premises identified by the Maine Department of Education and similar means as unserved areas for the sole purpose to Connect the Kids: Jeff motioned, Liz 2\textsuperscript{nd}, 7:0

Public Comment Welcomed

- Timeframe for deciding on projects
- Review of student & teacher premises, unserved areas
- Process for Questions & Answers with ConnectMaine about proposed projects

Board Discussion Welcomed

- Process to-date, including components of proposals reviewed
- Flow of award funds

Approval to accept the initial award document, proposed projects reviewed as of Oct 27\textsuperscript{th}, with willingness to accept additional projects that are proposed: Liz motioned, Jeff 2\textsuperscript{nd}, 7:0

Public Comment Welcomed

- Review of student & teacher premises, unserved areas

Board Discussion Welcomed

- Deadline for considering additional projects and accepting coronavirus relief funds

Approval to keep Connect the Kids open for two weeks, at which time the program will close, and confirm the amount of coronavirus relief funds accepted, Jeff motioned, Susan 2\textsuperscript{nd}, 7:0

Action: Future meeting to vote on fiscal agent memorandum of understanding
Decisions on Grants
Planning Grants Vote—Nick

- Application window open based on ConnectMaine schedule

Approval to open planning grants application window of $100,000: Susan motioned, Liz 2nd, 7:0
Action: Staff to have a committee review application & scoring for being “substantially similar” to those approved in spring 2020.

Schedule Monthly Meetings
- Shifted November meeting to 12.2
- Shifted December meeting to 1.6

Review Transformation Objectives—Nick

Board Priorities Reviewed
Governance Workplan Review—Nick

- Financial relationship between state and ConnectMaine

Other Priorities Reviewed

- Wholistic funding strategy for infrastructure, planning, accountability that includes revised funding structures to implement the bond funds. [Revised for September meeting]
- Supporting public private partnerships that are related to ConnectMaine Authority work, including, exploring options for the state to participate financially in these projects, and mapping and data [Revised in August meeting]
- Proposal to address capacity considerations - staff, consultants, contractors [new from August meeting]
- Triennial plan process [new from August meeting]

Public Comments

- Rulemaking public hearing
- Public engagement process
Review of Operations—Deferred to November Meeting
Financial Report—Stephenie
  • Frequency discussion
Executive Director’s Report—Peggy
  • Public engagement in transformation work, speed tests and rulemaking

Annual Budge Discussion—Deferred to November Meeting
Review Proposed Budget—Peggy
  • Support services, e.g., systems setup
  • Proposed planning grants
    o $100,000 now for about 3 Phase II and 3 Phase I
    o $100,000 next spring
  • Proposed grants for other projects, e.g., line extensions
September Meeting Notes

23 September 2020

Zoom Recording: https://networkmaine.zoom.us/rec/share/zoXxNotAf7lHqOBsGgQRqwmOAAdDa9nSr9K%31rU1 QuSvvlCgCAxjWS0Ot8nbvijh.DCEC_8alGjCuxjU?startTime=1600869741000

Authority Members
Nick Battista, Chair
Fred Brittain
Susan Corbett
Heather Johnson
Jeff Letourneau
Liz Wyman

Introductions of Members and Staff
Nick Battista, Susan Corbett, Jeff Letourneau, Liz Wyman, Heather Johnson, Peggy Schaffer, Stephenie MacLagan

Meeting Kickoff
Maine Climate Council Report—Nick
Constituent Story—Nick

Notes of Last Meeting
Approval: Susan motioned, Jeff 2nd, 5:0 vote

Review of Operations
Monthly Financial Report—Stephenie
Executive Director’s Report—Peggy
  • Maine Community Foundation planning grants process
  • Mapping and data update
  • Rulemaking update
Action: Staff will announce rulemaking timeline once finalized

Transformation Discussion
Review of the status and process—Doug Birgfeld
Board Discussion Welcomed
  • Setting objectives that inform decision-making
  • Timing of implementation
Action: Potential stakeholder meeting, tentatively mid-October
Public Comments Welcomed

Annual Budgeting Discussion
Review of initiatives—Peggy
  • Accountability methods and costs
  • ReConnect commitments
  • End-of-the-road extension projects
Action: Peggy will share other states’ definitions of end-of-road or line extensions
Infrastructure grants discussion—Nick
Planning grants discussion—Nick
Board Discussion Welcomed
  • Staff capacity and resources for researching processes
  • Inclusion of available funds in planning grants announcement
  • Use of bond funds
  • Annual Budget with estimated cost of initiatives
Action: Staff will draft annual budget that includes planning grants and other initiatives

**Triennial Plan Discussion**
Outlining components—Stephenie
Board Discussion Welcomed
  • Ways of engaging stakeholders on various topics during strategic planning
  • Aligning timelines of infrastructure grants with strategic planning
  • Public engagement in preparing this process and in the strategic planning
Action: Jeff & Susan willing to work with Stephenie on refining timeline and process

**Board Priorities Reviewed**
Aligning grants and accountability
Clarifying bond processes
Action: Roll these above priorities into the Transformation Process priority

**No Other Business**

**Public Comments**
Reminders
  • Meeting materials are posted on our website. Notes are posted within one week of approval by the board. The link to the recording of the meeting is contained in the notes posted.

Topics Raised
  • End-of-road or line extension projects
  • Aligning public engagement events of rule hearing, transformation discussion, determining grants processes, etc.
  • Updating the website
  • Aligning multiple communities’ timelines to encourage regional projects
  • Messaging around the bond and processes
Connect the Kids  
October 28th 2020

When it comes to access to education and a shift towards remote learning, students currently don’t have connectivity or have inadequate connectivity are being left behind. There is not a simple or quick fix to the connectivity challenges facing many Maine students, however, it is possible to improve the connections for some students in the next 2 months. The basic program in a nutshell, is that ConnectMaine will fund 100% of builds that connect eligible students or educators by 12/30.

Background and Need:
In July, the Economic Recovery Committee made a number of economic support and stabilization recommendations to help the state respond to the pandemic. One of those recommendations included expanding access to broadband. Part of the ERC’s explanation for calling for increased funding for broadband was as follows:

To the extent that schools and higher education are not open for 100% in-person education in the fall, it is crucial that Maine make broadband and other technology and training investments to support partial remote education, telehealth, and remote work for flexibility to adapt for a rapidly changing pandemic.


In the spring 2020, Maine Department of Education surveyed superintendents and determined that over 26,000 students needed assistance in order to fully participate in remote learning. Some of these students were able to participate in remote learning with devices that were connected through cellular service. Some students had neither sufficient mobile wireless service nor access to fixed internet.

In the spring 2020, Maine Department of Education surveyed superintendents and determined that over 26,000 students needed assistance in order to fully participate in remote learning. Some of these students were able to participate in remote learning with devices that were connected through cellular service. Some students had neither sufficient mobile wireless service nor access to fixed internet.

Maine Department of Education surveyed superintendents at the end of September and 52 districts responded that over 4,600 students and staff had no broadband access and also no cell service. Of these 4,600 students and staff, DoE was able to provide address ranges for about 950 premises. Since the initial list creation process, additional students and staff who lack connectivity have been identified by the University of Maine System and by school administrators working with ISPs or other partners.

ConnectMaine Process
Because the funds available to do this work are federal funds tied to mitigating the current pandemic, they have to be used for eligible purposes and they have to be used by 12/30/2020.

ConnectMaine asked internet service providers to identify what might be possible to accomplish in the next two months in terms of connecting students and educators. All of the ISPs in the state quickly assessed their networks and worked to identify where they could provide service to students on this tight timeframe. It is clear from conversations that they understand the moral imperative of providing a high-quality connection to students in order to facilitate remote learning.
All providers were given an opportunity to express interest in participating in the program and to indicate addresses where they could provide service to students with inadequate internet before 12/30/2020. In communications with providers, it was made clear that the list ConnectMaine provided was not exclusive and that they could work with school administrators to further identify areas where there was an overlap of students with inadequate service and their ability to provide service within the time constraints.

In response to an initial request for interest, 8 ISPs indicated that they could provide 50/10 service to eligible households. After reviewing program details and as program requirements were clarified, it appears that this is about 850 students, $6m worth of programming.

Tilson Tech did a high level overview of the projects, risks we needed to be aware, and other factors. This lead to some follow up conversations with some providers and some additional details. This list may further shrink in terms of cost or scope as providers start to move forward.

Given the substantial amount of uncertainty at the outset of the project, it is also possible that providers may be able to identify additional eligible locations and the scope/costs could grow.

**Proposed waiver of some of ConnectMaine’s Rules for limited purposes related to the Connect the Kids program:**

In the interest of taking advantage of restrictive and time limited federal funds to provide high quality internet connections to students and educators sufficient connectivity to participate in remote learning, student address ranges identified through the DoE process or identified through other means by the relevant school administrator as lacking sufficient connectivity to participate in remote learning, are declared to be “unserved.”

Out of an abundance of caution and in order to ensure clear compliance with ConnectMaine’s statute, the Authority finds good cause to waive the timing requirements of Sec 5A and 5B of our rules in order make this unserved determination. The Authority also finds good cause to waive 5D has all providers have had equal opportunity to review the address ranges provided by DoE and also to work with school administrators to identify where there might be specific students who need a connection. This waiver is not inconsistent with the purposes of this chapter nor the purposes of the underlying statute. Connecting students so they can participate in remote learning has been the clear intent of this work since it started and is consistent with the State’s broadband goals and policies.

Because of the time constraints and other restrictions on the these funds, ConnectMaine intends to fund all eligible projects except where there is an overlap between the projects. In areas of overlap, ConnectMaine will prioritize the project that provides greatest speed increase. In order to implement this program, the Authority finds good cause to waive the provisions of Sec 6A and 6D. In addition to the needing to move forward expeditiously in order to use funds available for COVID Relief ConnectMaine does not need to compare projects or evaluate the potential private sector contribution. Community support is assumed through the inclusion of school administrators in this process. Waiving the grant application and scoring process will allow ConnectMaine to use the funds available in order to help meet a pressing need.

The Connect the Kids program will help meet the State Broadband Goals and follows State Broadband Policies, is consistent supporting broadband investment and the statutory constraints on ConnectMaine do not preclude this work.
<table>
<thead>
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<th>Company</th>
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**TOTAL Projects offering 50/10**

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<td>Addison, Cherryfield, and</td>
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**WIRELESS PARTNERS**

| Harrington                      | GUESS 1500 | $1,160,000 | 25/3 |

**OTELCO**

| Enfield                         | NEED ADDRESS |
| POTENTIAL Charter (not submitted because of the likely in ability to meet the time frame) | Waldoboro | 38 | $122,000 |
Proposed Objectives for Infrastructure Grants

28 October 2020

Background: www.maine.gov/connectme/grants/engagement

Purpose
The ConnectMaine Authority administers grants, including the recently passed state bond. The mission of ConnectMaine is in part to facilitate the universal availability of broadband to all Maine households and businesses. These objectives are intended to guide ConnectMaine in developing its broadband infrastructure grant program.

Goals
The state Broadband Action Plan contains goals that guide ConnectMaine activities. Broadband service enables civic and cultural participation, employment, lifelong learning and access to essential services. The state has set a goal of expanding the availability of broadband to connect 95% of potential subscriber locations by 2025.

Duties
ConnectMaine awards broadband infrastructure grants to support investments that propose the greatest relative improvement to existing internet service. ConnectMaine considers its statutory goals and policies, including that all infrastructure projects funded meet or exceed a minimum build standard and must be forward-looking to meet future broadband needs.

Objectives
To meet these goals, changes to the broadband infrastructure grant program will aim to meet the following objectives:

- Maximize investment in broadband infrastructure, and maximize opportunities to leverage resources and funding from other sources to support deployment of broadband infrastructure; aim to correct market failures due to low premise density.
- Balance awards in consideration of investment incentives and regional equity; create a geographically equitable distribution of projects around the State.
- Align with community visions and goals for economic development, education, civic engagement and healthcare.
- Fund forward-looking, scalable infrastructure that provides ubiquitous, universally available broadband service, with sufficient capacity for future growth for the greatest number of years, giving preference to projects providing symmetrical service.
- Advance digital equity and inclusion; consider projects that propose the lowest price for the highest quality of service of the lowest service level offering; no grant will be awarded for proposed projects that allow data caps on service provided; all projects funded must result in providing standardized tiers of service, including one for income-eligible individuals.
Draft Governance Work Plan for the Connect Maine Authority Board  
October 2020

Good governance practices are foundational to the long-term success of the ConnectMaine Authority. It is the practice of the board to keep governance as a regular topic for board discussions. The following governance work plan is broken down by major topics to be considered each quarter and the work may span multiple board meetings. This schedule is meant to ensure the board considers important governance topics at least once a year and to set expectations about when the board will be reviewing various topics. It is also likely that specific governance questions will arise outside of this schedule and those can be dealt with as they occur.

- Q1 (July, Aug, Sept) - Review program performance and indicators of success?
- Q2 (Oct, Nov, Dec) - Review status of key relationships to ensure clear communication and understanding of roles and responsibilities
  - Review practices and agreements with DECD and DAFS
  - Review operations as a Corporate Body Politic
  - Review relationships and connections with other state agencies - PUC, MTI
  - Review strategic partnerships outside of state government
  - Review board member roles and expectations
- Q3 (Jan, Feb, March) - Review of governing and guiding documents statute, rules, policies, multi year plans.
  - Acknowledgement of conflict of interest policy.
  - Review governance work plan.
  - Review need for bylaws.
  - Review board practices
- Q4 (April, May, June) - Review for transparency and accessibility of information, discussions, materials.
  - Review website for ease of use
  - Review practices related to meeting participation
  - Review avenues for public input
  - Review timing and location for board meetings
# ConnectMaine Authority
## Financial Report as of 10.20.2020

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Executive Director’s Report

28 October 2020

Peggy Schaffer, Executive Director

Active grant awards
Second invoice received for Cambridge, and commencement on Argyle and Bremen

Federal funding update
ReConnect 2, announcements should come this fall or winter, or next year. No word on ReConnect 3. Rural Digital Opportunity Fund auction starts 10/26.

Working on the potential use of Coronavirus Relief Funding has been very time-consuming. The proposed Connect the Kids would use some of the funding from Dept. of Education to connect student and teacher locations, which involves a very tight timeframe. We could be moving more funding out the door in 10 weeks than ConnectMaine has in 10 years. The data on these locations is poor, but we estimate between 1000 and 1500 students could be connected with quality 50/10mbps service. This still leaves a significant hole for affordability that the deadline on this funding simply cannot address. Both VETRO and Tilson have been very generous: VETRO, over the holiday weekend, mapped all the road segments where students were identified by DOE, which has been shared. Tilson is offering significant support, including the technical review of initial proposals. We have met with Versant and CMP, which have stepped up on expediting pole attachments.

Staff and program management – or Life Does continue beyond CRF
We have continued finalizing the charter work with the Project Management Team, looking at objectives and at strategies to implement those, toward our grantmaking activities. We have engaged Consensus Building Institute, which has supported the Economic Recovery Committee and the Climate Council. CBI will facilitate two virtual public meetings on the objectives and grant review criteria. This has been a significant amount of work and time, and I really want to thank both the PMO team and our members involved for putting in the time to get this done right.

Because of the work of CRF funding, we may need to push back the final approval of this work for an open application for bond funding a month. After meeting with the bond council, our bond will most likely be taxable, but Treasury will likely cover any cost differential. The state goes to sell bonds once a year. In between then, funds are drawn on a quarterly basis for reimbursement. For the past several years, that quarterly draw down has been run through the state’s cash pool. They hope to be able to continue this strategy. But if the state must issue Bond Anticipation Notes, then ConnectMaine will have to pick up the cost of those BANs for our projects.
Local and regional planning support
Presented to Maine West on ownership models. The towns engaged in the Boot Camp range in the commitment or urgency on broadband; Mia Purcell is doing a fabulous job of trying to keep them all on a track. With weekly calls to move communities forward, this isn’t an insignificant amount of effort on behalf of us, Northern Forest, Community Concepts, GPCOG, Maine Broadband Coalition and the Island Institute. Several of these communities might come in for Phase 2 (Feasibility Study) planning grants, building off of the Maine West planning grant. But many others were not part of that original planning effort.

As a result of the presentation to Kennebec Valley Council of Governments, Rome may be interested in a planning grant.

Federal partnership activities
Russ Elliot from WA presented to the Broadband Connects America Coalition on their speed testing, the same platform Maine is using, having over 40,000 tests run in the first 2 months. Russ, myself and Nathan from the MN broadband coalition are writing an article for TechDirt on state-level speed testing. Senator Manchin submitted over 2000 speed tests from WV to counter FCC maps for RDOF. The Pew Trust is also communicating on this.

The Rural Assembly brings together advocates from across the United States on the challenges and solutions facing rural America. Over 7000 people have signed up for the 26th, and the group panel I am on will probably have over 300 participants.

Mapping and data update
Sewall will map out our grants for the past few years, soon.

Maine Broadband Coalition is getting ready to roll out the speed test campaign statewide, after current pilot with the Maine West Boot Camp. Stephenie has been working with them on messaging, outreach and prepping social media efforts.

VETRO has been having conversations about expanding the access and use of their FiberMap, which helps identify costs, designs and services. This would be a big deal for communities who are trying to figure out costs and structure for projects. It could create a communication tool between communities and internet service providers.

Rulemaking update
Public hearing is scheduled for Nov 2nd at 11am. We have notified all of our interested parties lists that registration is required to get the zoom link or call info. Comments are due 11/12, aiming for board approval in December, if not November, depending on comments or need for substantial changes. We have met three times with industry partners on this rule, and the public hearing will be the 4th, so hopefully, comments will not be off of what we have included, with their guidance, in the rule.
## ConnectMaine Authority

**DRAFT - FY21 Annual Budget - DRAFT**

### BUDGETS

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<th>DETAIL</th>
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<th>FY20</th>
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### EXPENSES

| EXPENSES | Carryover | $96,621.12 | $0.00 | $0.00 | | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| Assessment | Solis | $25,500.00 | $25,655.00 | $18,000.00 | | $13,500.00 | $18,000.00 | $4,500.00 | | $4,500.00 |
| Financial | DAFS | | $10,296.00 | $10,296.00 | | $10,296.00 | $2,574.00 | | $2,574.00 |
| Website | InforME, OIT & Sewall | $37,404.00 | $81,234.68 | $34,992.00 | | $31,142.00 | $34,992.00 | $962.91 | | $962.91 |
| Administration | Salaries, etc. | $225,071.77 | $258,700.17 | $230,180.00 | | $187,657.90 | $231,787.18 | $44,129.28 | | $44,129.28 |
| Cellphones | FY19 captured in Administration | $830.24 | | | | $1,124.74 | $1,124.74 | $330.94 | | $330.94 |
| Travel | FY19 captured in Administration | | | | | $7,278.85 | | | | |
| Bond Fees | | | | | | | | | | | $10,000.00 |
| Personnel | temporary hires | | | | | | | | | | $50,000.00 |
| Support Services | systems setup & facilitation | | | | | | | | | | $100,000.00 |
| Mapping | excluding Sewall | $58,000.00 | $10,000.00 | $70,000.00 | | $30,000.00 | $30,000.00 | | $30,000.00 |
| Planning Grants | | $118,362.50 | $144,060.00 | $85,410.00 | $200,000.00 | $53,375.00 | $285,410.00 | $32,035.00 | | $32,035.00 |
| Operations | conference fees or sponsorship | $3,536.33 | | | | $15,000.00 | $15,000.00 | | $15,000.00 |
| Digital Inclusion | device deployment | | | | | $50,000.00 | $50,000.00 | | $50,000.00 |
| Grant Matches | | | | | $50,000.00 | | | $50,000.00 | | $50,000.00 |
| Infrastructure Bond | | | | | | $14,990,000.00 | | | | $14,990,000.00 |
| Infrastructure CRF | | | | | | $10,000,000.00 | | | | $10,000,000.00 |
| Infrastructure Fund | | | | | | | | | | $662,790.85 | $116,540.85 | $116,540.85 |
| Miscellaneous | covers likely deviations | $1,830.54 | | | | $20,000.00 | | $20,000.00 | | $20,000.00 |
| **TOTAL** | | $787,861.70 | $1,523,719.95 | $16,562,793.59 | $11,085,000.00 | $1,066,924.90 | $27,649,400.77 | $201,095.30 | | $201,095.30 |

### BALANCE

| BALANCE | excluding Bonds & Federal | $1,975,109.24 | $1,451,280.05 | $1,689,011.46 | $602,404.28 | $1,650,709.75 | $1,650,709.75 |

### Difference

| Difference | excluding Interest, Bonds & Federal | | | | | | | | | | $1,650,825.94 |

### ALLOTMENT

| ALLOTMENT | excludes personal services | $1,046,334.83 | $34,000.00 | $1,046,334.83 | $0.83 | | | |

**Difference excluding Interest, Bonds & Federal** | $1,650,825.94 | $1,650,709.75 | $0.00 | $0.00 | $0.00 | $1,650,709.75 |