

CONNECTMAINE

Emergency Meeting Notes

18 December 2020

Zoom Recording: https://networkmaine.zoom.us/rec/share/ijXpwIpnhvDKXj8YJU2rjT-rmuNOzrbZezP5Pfr8_c8edsbA0hTtVFquicyzS0eD.7GcUZxRpJiO1_T3X?startTime=1608303573000

Authority Members

Nick Battista, Chair
Jasmine Bishop
Fred Brittain
Susan Corbett
Heather Johnson
Jeff Letourneau
Liz Wyman

Introductions of Members and Staff

Nick Battista, Susan Corbett, Jeff Letourneau, Heather Johnson, Fred Brittain, Liz Wyman, Peggy Schaffer

Meeting Kickoff

Value of being a quasi agency—Nick

Governance Work

Maine Technology Institute—Brian Whitney and Lib Butler

- Structure and operations
- Finances
- Strategic planning
- Program policies and decision making
- Deploying funds and transparency
- Observations of the electric cooperative model

Board Discussion Welcomed

- Timeline and transition of establishing the current structure
- Soliciting proposals for bond funds
- National models
- Statutory differences between MTI and ConnectMaine

Review Operations

Transitioning financials from Dept. Administrative & Financial Services—Peggy

- Contracts and other solicitation processes
- Assessment funds and paying invoices
- Other revenue types and Memorandums of Understanding
- Required audit and future decision making

Board Discussion Welcomed

- Purpose or impetus of the attempt to transition into DAFS
- Statutory guidance and limitations
- Differences in purposes and activities between MTI and ConnectMaine

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Continued conversations with the Attorney General's Office as legal representation to ConnectMaine—Nick

Ensuring sufficient operational capacity—Nick

- Work to-date with Tilson Technologies and VETRO FiberMap on the Connect Kids Now! grants
- Presentation from Tilson and VETRO

Board Discussion Welcomed

- Factors affecting the potential cost of contracting Tilson and VETRO
- Continued thinking and planning timelines
- Potential implementation timeline
- Assistance that comes with software platforms and ConnectMaine staff commitment
- Continued conversations about staff capacity and details of this proposal

Broadband Investments

New England Clean Energy Connect funds from the community benefit agreement—Nick

- Consideration of Governor's proposed MOU at next meeting—Dan Burgess
- Discussion on potentially receiving and administering funds

Board Discussion Welcomed

- Balancing the timing of ready projects with the availability of these funds
- Balancing ConnectMaine's broadband designations with the impact to communities
- Timeline for defining elements of the stipulation
- Short-term vs long-term value of this proposal
- Needed staff or operational capacity
- Continued development of details or elements for the MOU

Statutory Principles for EMT Programs

The Trust shall plan, design and administer programs using the following principles:

- Programs are consumer-oriented;
- EMT Management and Administration
 - Build up and centralizing expertise,
 - Address conflicts of interest,
 - Mitigate the influence of politics,
 - Promoting flexible, timely program management and
 - Provide a champion for funding energy efficiency
- Plan, design, oversee and deliver programs efficiently; and
- Provide checks and balances to ensure consistency with public policy and accountability so that energy efficiency programs in the State are sustainable for the long term.

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