

# CONNECTMAINE



State of Maine

**ConnectMaine Authority**

59 State House Station, Augusta, Maine 04333-0059

[Connect.ME@maine.gov](mailto:Connect.ME@maine.gov)

[www.Maine.gov/connectme/](http://www.Maine.gov/connectme/)

**Authority Members:** Douglas Birgfeld - Susan Corbett - Liz Wyman  
Fred Brittain - Nick Battista - Jeffrey Letourneau

## **BOARD MEETING**

Friday February 28, 2020 @ 2:00 p.m.

### **Public Utilities Commission**

101 2<sup>nd</sup> Street

Hallowell, ME 04347

**Call in: 877-455-0244**

**Code: 2072873831**

## **AGENDA**

1. Introduction to the ConnectMaine Board Members & Staff
2. Unserved & Underserved Definition Approval
3. PEW Promising Practices Overview
4. Approve Suggested Changes to Planning/Infrastructure Grants
5. Build Standard Discussion
6. State Strategic Plan Update
7. Monthly Financials
8. Set ConnectMaine's Next Grant Round Date & Dollar Amount
9. Approval of Minutes
10. Other Business
11. Public Comments

# CONNECTMAINE

**Authority Members:** Douglas Birgfeld - Susan Corbett - Liz Wyman  
Fred Brittain - Nick Battista - Jeffrey Letourneau

January 24, 2019

## ConnectME Authority – Meeting Notes

1. Introductions: Authority Board Members: Fred Brittain, Douglas Birgfeld, Susan Corbett, Liz Wyman, Nick Battista and Jeff Letourneau

Authority Staff: Brooke Johnson and Peggy Schaffer.

Members of the public were asked to introduce themselves.

2. Unserved/Underserved Discussion/Approval: The Board discussed leaving the current 25/3 Mbps and under as unserved for now and we can revisit the discussion next year. There will be a 30-day public comment period starting on 1/28/2020 and ending on 2/26/2020. At the February Board meeting we will take into consideration the submitted comments and do a formal vote on the unserved definition.
3. Planning Grant Discussion: Peggy Schaffer explained the current Planning Grant Phases and some of the issues we are seeing with grant recipients. Mark Ouellette from Axiom suggested we do a more detailed approach on the front end. It was suggested that ConnectMaine provide more support to communities but also realized that ConnectMaine only has two staff members. Mark Ouellette also suggested that Planning Grant awardees have an incentive to move to the Infrastructure grant phase. Brian Lippold explained that every community is different so one approach doesn't work for all. He explained that these reports at the end of a community Planning Grant attracts providers and that education in these communities is huge and that maybe ConnectMaine could help with the education component. Another suggestion was that communities who were successful could help communities who are just starting the planning process.
4. Action Plan Approval: Liz Wyman motions to approve the Broadband Action Plan. Jeff Letourneau seconds the motion. All were in favor.
5. Monthly Financials: Brooke Johnson reviewed the monthly financials. ConnectMaine paid \$15,925 in grant payments and the ending balance is 978,668.99. Additional future obligations were discussed, and the Board accepted the monthly financials.
6. Federal Match & ConnectMaine's Next Grant Round Discussion: Numbers were provided to the Board to start thinking about how much money we can give for the next round of grants. At the February Board meeting we will set a date and amount. Federal match money was discussed, and the previous Board approved to set aside \$150,000 and the new Board discussed adding another \$350,000 to that for a max of \$500,000. The Board decided that we will provide a 1 to 1 community portion match to each grant only applicant based on their individual needs. If a community has a large project and has a larger match request, we can revisit this discussion at the next Board meeting. Liz Wyman motions to approve and Jeff Letourneau seconds the motion. All were in favor.
7. Approval of November 22, 2019 Minutes: Fred Brittain motions to approve the minutes. All were in favor.
8. Other Business:
9. Public Comments:

Board meeting adjourned at 4:15 p.m.

**Maine ConnectME Fund  
Statement of Revenue and Expenditures  
As of 2/21/2020**

| <u>Cash Receipts</u>                    | <u>July</u>         | <u>August</u>     | <u>September</u>  | <u>October</u>    | <u>November</u>   | <u>December</u>  | <u>January</u>    | <u>February</u>  | <u>March</u> | <u>April</u> | <u>May</u>   | <u>June</u>  | <u>Total<br/>FY20</u> |
|---|---------------------|-------------------|-------------------|-------------------|-------------------|------------------|-------------------|------------------|--------------|--------------|--------------|--------------|-----------------------|
| Assessments                             | 1,500,000.00        | 400,000.00        | -                 | -                 | -                 | -                | 650,000.00        | -                | -            | -            | -            | -            | 2,550,000.00          |
| Interest Income                         |                     |                   |                   |                   |                   |                  |                   |                  |              |              |              |              | -                     |
| <b>Total Receipts</b>                   | <b>1,500,000.00</b> | <b>400,000.00</b> | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>         | <b>650,000.00</b> | <b>-</b>         | <b>-</b>     | <b>-</b>     | <b>-</b>     | <b>-</b>     | <b>2,550,000.00</b>   |
| <u>Expenses</u>                         |                     |                   |                   |                   |                   |                  |                   |                  |              |              |              |              |                       |
| Personnel Services                      | 10,076.24           | 20,152.76         | 20,283.26         | 29,696.43         | 21,825.10         | 20,674.77        | 20,674.77         | 21,056.40        |              |              |              |              | 164,439.73            |
| Professional Services/Solix             | -                   | 1,500.00          | 1,500.00          | 1,500.00          | 1,500.00          | 1,500.00         | 1,500.00          | 1,500.00         |              |              |              |              | 10,500.00             |
| Professional Services/DAFS              | -                   | 2,574.00          | -                 | 2,574.00          | -                 | -                | 2,574.00          | -                |              |              |              |              | 7,722.00              |
| Travel                                  | 793.57              | 699.72            | 1,881.93          | 207.87            | 667.56            | 29.04            | 1,571.12          | 22.88            |              |              |              |              | 5,873.69              |
| General Operations                      | -                   | 38.00             | -                 | -                 | 37.95             | 235.00           | 672.58            | 507.80           |              |              |              |              | 1,491.33              |
| Technology/Salary/Contracts through OIT | 25.00               | 20,963.19         | -                 | 10,703.92         | 10,114.08         | 418.67           | 23,088.32         | 339.30           |              |              |              |              | 65,652.48             |
| Cell Phone                              | 87.54               | 44.16             | -                 | 44.55             | 92.99             | 79.61            | 80.75             | -                |              |              |              |              | 429.60                |
| Grants/BBSF                             | -                   | 38,450.00         | 85,295.57         | 70,050.00         | 109,158.75        | 3,375.00         | 15,925.00         | 27,200.00        |              |              |              |              | 349,454.32            |
| <b>Total Expenses</b>                   | <b>10,982.35</b>    | <b>84,421.83</b>  | <b>108,960.76</b> | <b>114,776.77</b> | <b>143,396.43</b> | <b>26,312.09</b> | <b>66,086.54</b>  | <b>50,626.38</b> | <b>-</b>     | <b>-</b>     | <b>-</b>     | <b>-</b>     | <b>605,563.15</b>     |
| Operating Surplus/(Deficit)             | 1,489,017.65        | 315,578.17        | (108,960.76)      | (114,776.77)      | (143,396.43)      | (26,312.09)      | 583,913.46        | (50,626.38)      | -            | -            | -            | -            |                       |
| Fund/Cash Balance                       | 1,489,017.65        | 1,804,595.82      | 1,695,635.06      | 1,580,858.29      | 1,437,461.86      | 1,411,149.77     | 1,995,063.23      | 1,944,436.85     | 1,944,436.85 | 1,944,436.85 | 1,944,436.85 | 1,944,436.85 | <b>1,944,436.85</b>   |

Unliquidated Contractual Obligations (1,012,970.31)  
 Projected Ending Fund/Cash Balance 931,466.54  
 Additional Obligations not in Report 337,128.00

|                    |                   |
|--------------------|-------------------|
| USDA Match 2019    | 125,000           |
| Remaining salary   | 93,278            |
| Sewall Invoice     | 18,100            |
| Vetro Contract     | 6,000             |
| Sewall Contract    | 42,000            |
| Casco Bay Contract | 10,000            |
| Misc               | 20,000            |
| Audit              | 22,750            |
| <b>Balance</b>     | <b>594,338.54</b> |

March/April Grant Round ?  
 Q4 Assessment Estimate 575,000  
 May/June Grant Round ?

| <b>Initiatives</b>         |                |
|----------------------------|----------------|
| Mapping                    | 50,000         |
| Digital Literacy           | 50,000         |
| Community Planning Support | 25,000         |
| Federal Match 2020         | 500,000        |
| <b>Total</b>               | <b>625,000</b> |