

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 - Sandy Saunders - Ralph Johnson

BOARD MEETING

Friday March 23, 2018 @ 2:00 p.m.

Maine Public Utilities Commission

101 Second Street
Hallowell, ME 04347

AGENDA

1. Introduction to ConnectME Authority Board members & staff
2. Uppervalley Economic Council (see attached)
3. Board and staff retreat topics & overview
4. Website update
5. Policies
6. Legislative update
 - LD1372
 - LD1472 & 1798 Language review
 - LD1610
 - Digital Literacy
7. Director report
 - Financial (see attached)
 - Approval of grant amount
 - Grant tracking tool
8. Approval of February 23, 2018 minutes & Solix monthly financial report (see attached)
9. Other business
10. Public comments

**MAINE CONNECTME FUND CASH FLOWS ANALYSIS
FOR THE FISCAL YEAR END JUNE 30, 2018
PREPARED FOR CONNECTME AUTHORITY BY SOLIX, INC.**

CONNECTME FUND BALANCE @ 6/30/17* 1,102,982.00

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL 18 ACTIVITY
Cash Receipts:													
Assessments	48,713.96	193,488.11		267,394.46	42,595.37	239.31	283,474.36	12,141.47					848,017.04
Broadband Sustainability Fund Settlement - GWT				448,064.00									448,064.00
Interest Income	109.97	763.43	433.80	241.35	431.35	369.47	267.32	463.04					3,079.72
FisrNet		21,006.55		14,531.55	16,966.93		15,435.00						67,940.03
Miscellaneous Income													-
Total Receipts	48,823.93	215,228.09	433.80	730,231.36	59,993.65	608.78	290,176.68	12,604.51	-	-	-	-	1,367,100.79
Expenses:													
A/R Refunds													-
Data Collection, Analysis, and Mapping	(72,883.54)	(10,000.00)		(11,850.00)	(46,708.70)	(14,131.15)	(32,723.57)	(43,050.00)	(174,009.00)	(15,435.00)	(7,988.06)		(21,850.00)
OTT Personal Services	(27,150.00)	(10,750.00)	(19,471.75)	(35,250.00)	(87,000.00)	(148,653.75)	(174,009.00)	(15,435.00)					(166,446.96)
Planning Grants		(140,402.50)	(21,006.55)	(142,404.00)	(16,807.50)	(159.43)	(15,435.00)						(135,671.75)
Infrastructure Grants													(692,469.25)
FisrNet													(67,940.03)
Software Search Tool Purchase													-
Operational Services													(7,988.06)
Total Support	(100,033.54)	(182,159.05)	-	(176,407.30)	(197,616.20)	(159.43)	(162,784.90)	(273,305.63)	-	-	-	-	(1,092,366.05)
Administrative Expense		(2,125.00)	(2,125.00)	(2,125.00)	(2,125.00)	(2,125.00)	(2,125.00)	(2,125.00)					(14,875.00)
Audit Expense					(29,440.00)								(29,440.00)
Bank Charges		(886.66)											(1,636.66)
Miscellaneous Expense					(100.00)		(1,783.24)	(494.00)					(2,377.24)
Total Expenses	(100,033.54)	(185,170.71)	(2,125.00)	(178,532.30)	(229,281.20)	(2,284.43)	(166,693.14)	(276,574.63)	-	-	-	-	(1,140,694.95)
OPERATING SURPLUS/(DEFICIT)	(51,209.61)	30,057.38	(1,691.20)	551,699.06	(169,287.55)	(1,675.65)	132,483.54	(263,970.12)	-	-	-	-	226,405.84
ENDING CONNECTME FUND BALANCE	1,051,772.39	1,081,829.77	1,080,138.57	1,631,837.63	1,462,550.08	1,460,874.43	1,593,357.96	1,329,387.84	-	-	-	-	1,329,387.84

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February 23, 2018

ConnectME Authority – Meeting Notes

1. Introductions: Authority Board Members: Dick Thompson, Chair; Susan Woods, Sandy Saunders, Ralph Johnson, Denise Garland and Bruce Williamson.

Authority Staff: Heather Johnson and Brooke Johnson.

Members of the Public were asked to introduce themselves.

2. Board and staff retreat: Heather Johnson described an outline of what she would like to accomplish at the Board and staff retreat. Maine Technology Institute in Brunswick has offered to host the retreat. Brooke Johnson confirmed that everyone can attend the second week in May. Brooke Johnson will narrow down a day that week and send an email to all members. Heather Johnson described the retreat topics on the hand out and welcomed topic ideas from the Board. Heather Johnson described the structure for retreat day with 4 blocks of time and 7 sessions. More information will follow and a draft agenda will be presented at the next board meeting.
3. Franklin County Plan overview: Charlie Woodworth explained the Franklin County Broadband Initiative plan and what is next for the project. All 22 Communities participated with public & private partnerships. On January 31st a meeting was held to roll out the plan and over a 100-people attended. Next steps are to follow up with each community. A meeting is scheduled for March 1st for Charlie Woodworth to go over the plan with these communities and help them understand and answer any questions they might have. The plan offers 4 examples of connectivity. Charlie Woodworth described the challenge going forward, is what will each towns solution be. Brian Lippold answers Bruce Williamson question about take rates.
4. Website redesign: Heather Johnson discussed the need to update our website and reviewed the mock-ups and would like input and approval. Brooke Johnson explained the Informe quote is based on the number of pages the website currently has which is 90. Brooke Johnson suggested that after web pages being merged/archived/updated or deleted. the quote price will decrease. Brooke Johnson will be using Drupal with the new site to update and maintain. Susan Woods suggested we make sure the site meets people's needs and offered to help. All Board members were in favor of the website redesign but to not exceed the Informe quote.
5. Legislative update: Heather Johnson provided a status update on LD1472 which was tabled at the last work session due to needing to change language, LD140 was voted ought not to pass and LD1798 for the ConnectME Rulemaking was voted ought to pass as amended. Bruce Williamson

brought in Jordan McColman to explain the status of pole attachment and the process leading up to today and what is next.

6. Approval of January 26, 2018 meeting minutes: Dick Thompson authorized the approval of the January 26, 2018 meeting minutes.
7. Director report: Heather Johnson described her Director's report and the primary categories that she would like to report to the board monthly basis. Those categories are infrastructure expansion, community capacity building, funding and miscellaneous.
 - Financial/grants- Brooke Johnson described the remaining balances for all grant rounds for planning and infrastructure. Heather Johnson explains that the \$150,000 for Sherman & Stacyville in round 10 needs to be discussed weather to give them an extension because they do not have matching funds or to have them reapply. The board decided to have Heather Johnson send a letter stating that they have 30 days to get the matching funds and they can present at the next Board meeting when a vote will be made on what to do with the funds. Heather Johnson reviewed the Waterfall chart of the ConnectME finances and suggested at the next board meeting we decide on an amount for grants.
 - Sustainability fee funds-Brooke Johnson provides a breakdown of the funds along with what amount will stay in the ConnectME fund. By the end of next week Brooke Johnson will email all the eligible providers a cover letter and the application. The providers will have until April 30, 2018 to complete the application and send to ConnectME and by December 31, 2019 to expend the funds.
8. Other Business: Heather Johnson explained the extension request the ConnectME Authority received from Waldoboro and explained why she would approve it. All board members were in favor and approved the extension request.
9. Public comments: Ben Sanborn & Brian Lippold offered public comments.

Board Meeting ended at 4:10 p.m.