

CONNECTMAINE

January Meeting Minutes

26 January 2022

10:00 A.M.

Recording: https://networkmaine.zoom.us/rec/share/TBaea4X_e9uYSxyBGv70sLqhM8X8u5CEEPwjQczD6Xa8_SsEXQGnpHK2Mw4CDiP2.QkCSUeV118Q6yy50

Authority Members

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

Introductions of Members and Staff

Nick Battista, Liz Wyman, Jasmine Bishop, Peggy Schaffer, Stephenie MacLagan, Susan Corbett

Meeting Kickoff

Rearranged agenda due to a lack of quorum—Nick

- Starting with the Executive Director's Report
- Then review of financials
- Backing up to minutes

Notes of Last Meeting

Approval of the minutes: Liz motioned, Jasmine 2nd, 4:0

Review of Operations

Executive Director's Report—Peggy

- Debrief workshop for potential applicants to infrastructure grants program

The workshop walked through the application process. Currently fixing bugs in the Grants Portal, and potential applicants should contact ConnectMaine staff if they haven't received updated guidance. The presentation and recording are on the ConnectMaine website.

Reminder that the upcoming deadline is February 11 for the required provider outreach.

- Updates on NTIA grant & federal funds

Still no update from NTIA. Other state broadband leaders are hearing the same as us, soon, same thing we've heard for the past three months.

- Community Broadband Planning Support

We had lots of conversations with partners about supporting the formation of Broadband Utility Districts. We're working on a webpage of resources. We'll know more by the February meeting if we need to do an Request for Proposals and for what amount of technical assistance for BUDs. That would include an update on budgeting.

- Collaborations with Maine Connectivity Authority

We're regularly communicating with Andrew and meeting weekly. In addition to getting ready to deploy the first set of federal funds for infrastructure projects, we're working on comments to NTIA about future programs to deploy more federal funds coming. Those comments are due February 4, so we'll be sharing with libraries today to align comments.

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Review of Financials—Stephenie & Nick

- Review first half of fiscal year

There isn't any action required here, just keeping everyone aware.

The Admin sheet gives an overview of everything except infrastructure projects under bond funds or the NECEC Broadband Fund.

Looking at the Fund and State sheets provides the details about spending versus remaining revenue expected to come in. We're expecting to see the impact of expanded assessments this half of the fiscal year. There is much more yet to spend under the NBRC Grant funded project, and if the NTIA Grant is awarded then some expenses will be covered there. Clarity is yet to come, in the State account for expenses on project management and remainder of the Sewall contract that ended in December; state systems report about six months back.

- Review details of separate tracking, e.g., Bond & NECEC Broadband Fund

NECEC Broadband Fund is accruing interest. While we obligated two grants totaling \$1 million, those haven't been approved by the NECEC parties to encumber funds yet.

Infrastructure projects have been delayed mostly due to pole processes, and holidays as well as the new reporting forms slowed requests for grant disbursements last quarter.

Authorization of about \$1.2 million was given last Friday, and we anticipate spending down the remaining funds later this quarter. Staff monitors this carefully to request additional bond funds from Treasury on a quarterly basis; we've also calculated how much will need to be in place to disburse awards after April's decisions on current applications.

NBRC always has a negative balance as a reimbursable grant. We'll pick up spending as we start to audit infrastructure projects currently underway.

Note that our financials are more complicated than other independent agencies, in part due to have a state account and an external account, and in part due to past contracts when ConnectMaine was a part of OIT or DECD.

- Timeline for budgeting

We should start discussing priorities for FY23 at the March or April meetings. There will likely be a lot of carryover activities and funds, e.g., Grants V&V under NBRC, infrastructure projects under bond funds, etc., resulting in unspent revenue this fiscal year. Hoping that this timing aligns with strategic planning with the MCA.

Review of Timelines—Stephenie & Peggy

- Targeting February meeting for triennial plan adoption

The draft plan was publicly posted on November 25. The public comment period officially started this week. Information about public engagement is posted on the website.

- Targeting mid-February for identifying milestones of strategic planning with MCA

Staff can then share the proposed timeline of strategic planning with MCA at the February meeting. This will be the better place for public engagement on strategic planning, rather than any comments on the triennial plan.

- Targeting February 10 for the presentation to the state legislature

The annual report is posted on the ConnectMaine website. We'll jointly present with MCA.

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Decisions on Operations

Adoption of MOU with MCA—Nick

- Debrief memorandum of understanding with Maine Connectivity Authority

While we have two agencies working in this space, it's helpful to have the MOU. MCA is ready to sign this MOU, and they approved augmenting the infrastructure grants program with another \$10 million for upcoming awards.

Approval of the memorandum of understanding with Maine Connectivity Authority toward achieving statewide broadband, for the chair to sign: Liz motioned, Susan 2nd, 4:0

Award Broadband Planning Grants—Peggy & Susan

- Debrief the review process

Budgeting \$200,000 for planning grants this year. The Town of Waldo has been communicating regionally, and the review team thinks supporting this project will encourage regional collaboration there. Addition to the proposed projects, digital equity and inclusion will be required aspects of broadband planning.

- Discuss review team recommendations

Recommend awarding \$59,000 to MSAD 72 and \$25,000 to the Town of Waldo.

ConnectMaine staff will follow up with all applicants with either contracts or assistance.

Approval of awarding Broadband Planning Grants as recommended by the review team:

Susan motioned, Liz 2nd, 4:0

Board Discussion

- Nick: I recall that MSAD 72 applied last application window but wasn't awarded; working with staff seemed to make a for a much stronger application?

Peggy & Susan: confirming nods.

No Other Business

No Public Comments

Approval of adjournment: Susan motioned, unopposed

CONNECTMAINE

December (late) Meeting Minutes

12 January 2021

10:00 A.M.

Recording: https://networkmaine.zoom.us/rec/share/QIRSDPazCNiYaCAS6LBAJj05OFdfQwgImxP9Kw1JAPoHjAsXmk21mHP27UaaC84G.I3wnJEdYZZO_sqvt?startTime=164199726000

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Introductions of Members and Staff

Jeff Letourneau, Susan Corbett, Nick Battista, Liz Wyman, Fred Brittain, Jasmine Bishop, Peggy Schaffer, Stephenie MacLagan, Heather Johnson

Notes of Last Meeting

Approval of the minutes: Fred motioned, Susan 2nd, 6:0

Review of Operations

Executive Director's Report—Peggy

- Report to the legislature & MCA collaboration

The report to the legislature is retrospective and will be submitted soon. There may or may not be a presentation on it; we'll see what they want to do.

There's an agenda item on a memorandum of understanding with the Maine Connectivity Authority. We've been working really closely with Andrew Butcher. Aim is to plan deployment of federal funds and supporting the pipeline of projects ConnectMaine has been generating for years.

- Updates on NTIA grant & federal funds

NTIA keeps postponing decisions on grants. The delays are due to the industry challenges. Treasury has published guidelines for the federal funds going to counties and municipalities. It recognizes flexibility around broadband, essentially removing minimum speeds, and ensures affordability. At least Androscoggin County has dedicated funds for broadband. The state's initial application to the Capital Project Fund has been accepted, so now we have to develop the plan over the next several months. NTIA is requesting comments and will issue a notice of funding opportunity around May.

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Review of Timelines—Stephenie

- Targeting April for awarding infrastructure grants

Would require opening the application window today

This allows several weeks for applicants to meet eligibility requirements and apply, and only about four weeks for us to review applications.

- Targeting February for triennial plan adoption

The draft plan was publicly posted on November 25. It looks different than past plans because of the new circumstances for ConnectMaine; we'll focus strategic planning efforts on the plans that are being developed with the Maine Connectivity Authority. More information about public engagement will be posted on the ConnectMaine website.

- Targeting next meeting for review of financials over first half of fiscal year

No real update from a few weeks ago, with statements coming in next week, and no action required before the next meeting.

- Targeting today to confirm un(der)served areas

The Broadband Availability Map was updated by 10.20 based on industry data and grant tracking reports. The opportunity to review un(der)served areas ended on January 9. This is a formality of crossing t's and dotting I's. There's an agenda item later to confirm a couple of areas. The real nuts and bolts of broadband in the state starts with community planning.

Announcement of Planning Support for BUDs—Peggy

- Review memorandum on supporting Broadband Utility Districts

While this structure and tool has existed, there's been a lot of questions of how to set these up. The proposal is to develop technical assistance tools and services to support communities that are interested in establishing BUDs. The benefit would be to consolidate efforts in developing resources that can be used by many communities, rather than deploying small grants to individual planning efforts to duplicate these efforts.

Capital Projects Fund has a priority or preference for community-owned projects.

Communities are thinking about this and looking for resources to help.

Action: Staff will work on developing the RFP and thinking about needed funds.

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Board Discussion

- Fred: Will you acquire vendor support?

Peggy: There likely will be an RFP. There will be staff involved, but working with a consultant who will do the technical support stuff. We'll make use of a wide variety of people. The idea is scale, so this is the one time we have to do this, rather than 72 times.

Stephenie: There are a lot of activities and tasks that can be done by staff, and the more technical or intensive assistance like legal structuring support would likely be the elements of the RFP.

- Fred: Is there alignment with the Community Boosters?

Stephenie: Exactly, yes, the last sentence of the memo may be most important. This is about making the best impact of our planning support program, by leveraging and incorporating work already being done.

- Jeff: Communities that have gone through this have documentation to share, will you approach the BUDs for examples?

Peggy: Yes, in addition to OTO Fiber, Downeast Broadband Utility also has documentation. These communities have been supportive and helpful to other communities.

- Liz: Why use the term “utility” when it comes with so much baggage?

Peggy: Because “Broadband Utility District” is the term used in statutes. These structures and tools are instituted in statutes that started with water and sewer districts. We all know broadband is an unregulated utility.

Decisions on Operations

Consider NECEC Broadband Fund request—Peggy

- Review the request for funds

Stipulation with the Public Utilities Commission on the New England Clean Energy Corridor project included a Broadband Fund. The fund is now \$2 million, minus a \$600,000 request approved at the last ConnectMaine meeting. There hasn't been any questions or approval yet of that by the Parties to the MOU.

The Greater Franklin Development Council has proposed a project, using funds for the make-ready and pole processes. The proposal and amount requested fit the Stipulation, but after ConnectMaine approval, the NECEC partners will review for final approval before funds can be disbursed.

Approval of the NECEC Broadband Fund request: Susan motioned, Fred 2nd, 7:0

Board Discussion

- Liz: Has there been a freeze on funds? Do we have the right to the funds had?

Peggy: ConnectMaine has received the four quarters of funds already, \$2 million. We don't know about future funds. There was intentionality of speeding up these initial payments, and there isn't anything in MOU that allows the funds to be frozen.

Nick: The \$2 million went into escrow, and the MOU signed has the plans for use, the funds were pulled out of escrow, so now we're implementing those funds.

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Consider Extension Request—Stephenie

- Review request for extension on a broadband planning grant

Only City of Sanford is seeking an extension at this point. No flags on this request.

Approval of the request for extension on the completion date to February 18: Liz motioned, Jeff 2nd, 7:0

Confirm Unserved and Underserved Areas—Nick & Staff

- Debrief unserved and underserved areas submitted for review

A memorandum in the meeting binder explains the purpose of the Broadband Availability Map, Opportunity to Review Areas and lists the areas that may be confirmed as unserved or underserved. Data was submitted, but we don't anticipate updating the Map.

Data submitted was considered ahead of the grants window that we hope opens today. The Broadband Intelligence Platform will be further developed, and this process will be cleaner in the future. There isn't yet a public viewer of BIP, but we're planning for that in the future. Potential applicants will have access to BIP for infrastructure grants.

The two areas listed in the memo are those that weren't depicted according to the designations made in April 2021.

Approval of confirming the areas listed in the memo as unserved or underserved: Jasmine motioned, Jeff 2nd, Heather abstains, 6:0

Board Discussion

- Nick: If somebody's looking to apply for grants later today...?

Stephenie: The Broadband Availability Map shouldn't be used to determine eligibility for grants. We're closing the chapter on that map.

- Jasmine: If this vote doesn't have bearing, then what do you want from the board?

Stephenie: This is a desire of the ConnectMaine Authority, so if you want to confirm, then staff recommends confirming the two areas as described in the memo.

Nick: We can do this vote this time, and the future designation of unserved and underserved areas will be smoother.

Adoption of MOU with MCA—Nick & Peggy

- Review memorandum of understanding with Maine Connectivity Authority

At last meeting, staff was directed to draft MOU. It outlines how we'll be working together and tracks with the shared principles. MCA will vote on the same MOU on Friday.

Action: ConnectMaine staff will submit this for legal review, but the Authority is supportive of the substance.

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Board Discussion

- Susan: Should this MOU be so specific on the date of increased funds?

Peggy: It intends to refer to this upcoming application window of the broadband infrastructure grants.

Nick: This MOU is dated through June. We can also revisit this later in the spring.

Andrew: Intent was to give clear indication of commitment to avoid disrupting the marketplace.

- Liz: Did Emily review this? I won't vote until it has been legally reviewed.

Nick: We can approve pending review by Attorney General's Office.

Fred: It's great to see the shared principles translated to clear tasks, and I could support approving it conditional on AG review. Susan echoed.

Jasmine: We could confirm approval at our next meeting in a couple of weeks. Jeff echoed.

Andrew: Affirmation of this would be very helpful.

Nick: Emily may have revisions and we can revisit this.

Andrew: We tried to be focused on operations and be detailed there but minimize the legalese. The intent is allow for us to get to work.

Consider Waiver Requests from Providers—Stephenie

- Review eligibility requirements for infrastructure grants

A memorandum in the meeting binder explains the required data filing and extensive outreach by ConnectMaine to the industry since June, in addition to the rulemaking process that also covered the interactions among data collection, mapping activities and the infrastructure grants program. Given the recent Opportunity to Review Areas, ConnectMaine outreached again in late December, offering another opportunity to ISPs.

- Discuss waivers requested as listed in the memo

A few ISPs submitted data and tracking reports, and one ISP submitted a waiver request. Additionally late yesterday, Charter submitted the grant tracking report, so that company now meets this particular eligibility requirement. This leaves three ISPs ineligible without waivers.

A thought would be to waive this requirement for all ISPs for this application window, or to waive it for those ISPs communicating with staff, or to waive it for only the one requesting.

Approval of waiving the grants eligibility requirement related to required data filing and grant tracking reports for Axiom Technologies: Liz motioned, Jeff 2nd, Susan abstained 4:0

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Board Discussion

- Nick: Point of this rule requirement is to ensure public-private partnerships and collaboration are happening, that seems to be happening?

Jeff: Correct, otherwise, why do we go through all the work of modifying our rules; it sets a bad precedent to just waive, so you're not really needing the information.

Liz: What basis do we use to grant a waiver, good cause? I wouldn't support a blanket waiver.

- Jeff: So one ISP isn't cooperating at all? The others, at least communicating? Are they trying to submit data?

Stephanie: FirstLight, correct. Communicating, yes. UniTel and Axiom are going to be unable to submit data for this upcoming infrastructure grants application window, so this isn't an extension of the opportunity. We'll continue to work with them to get the data, but the mechanics of this are about the upcoming grants window.

Peggy: Because Axiom and UniTel are at least communicating with us, are you willing to approve waivers for them but not FirstLight?

- Jasmine: We didn't get a letter from UniTel? Would the waiver extend the timeline to submit data? We should still have the expectation of getting the data.

Stephanie: No, we didn't get a letter from UniTel. There were multiple opportunities for them to submit a letter.

Nick: The waiver is from the requirement that data had been submitted.

Stephanie:

- Liz: Who has authority to grant the waiver? I'm ok acting on an oral waiver request.

Peggy: The ConnectMaine Authority, the board does.

Stephanie: The rule isn't specific to there being good cause at all; it just says they're ineligible unless a waiver is granted by the Authority. The required data filing is 90 days from the request that was made in June, so they had until the end of September. Then in December when we again reached out, they could submit data or request a waiver. The waiver is from the rule requirement about grants eligibility in this infrastructure grants window. Data still has to be filed, so you don't need to extend the timeline for that. It's waiving the eligibility requirement or not.

Nick: Options here are to grant a waiver to those requesting it, those working with ConnectMaine, or all ISPs. Liz echoed.

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Announce Broadband Infrastructure Grants—Stephenie & Peggy

- Debrief the public engagement on the Broadband Infrastructure Grants Program

In addition to extensive engagement activities around and beside rulemaking last year, ConnectMaine posted draft materials in early December, held a workshop, solicited questions and comments, and posted answers and revised materials online. ConnectMaine continues to solicit questions and comments, in preparation for a workshop for potential applicants once the next application window is opened.

The workshop would be on the 19th at 10am. It will be recorded but attendance is encouraged; this is a new process and supported by Tilson & VETRO.

- Discuss opening an application window for Broadband Infrastructure Grants

In addition to the Application Guide, an announcement of the application window is included in the meeting binder, which references the approximate \$6.5 million remaining from the broadband bond passed in 2020. There's be a future announcement of any additional funds from MCA pending MOU approval.

If the application window is opened today, required provider outreach leads to an application deadline of March 20 followed by a short review period for approving awards at the April meeting.

Approval of opening the application window for Broadband Infrastructure Grants with the application deadline of March 20 to award the remaining funds of the \$15 million bond at least: Jeff motioned, Susan 2nd, 5:0

No Other Business

Public Comments

- Denise Munger, Midcoast Internet: Can someone speak to LD 1894?

Nick: We don't usually take time in these meetings to discuss the legislative session or bills that ConnectMaine may weigh in on, unless it's something significant affecting statute.

Peggy: Though I have started conversations with the sponsor of LD 1894.

Approval of adjournment: Susan motioned, unopposed

CONNECTMAINE

Executive Director's Report

26 January 2021

Peggy Schaffer, Executive Director

Authority Members

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Active grant awards

All fifteen infrastructure projects are underway, and staff will continue to help grant recipients complete progress reports; there's been some bumpiness around the invoice details, but we are working them out with grant recipients. Quarterly reports should start trickling in before the February meeting.

Six broadband planning projects should be wrapping up between now and the February meeting, including one for all of Somerset County. Another ten should wrap up over the spring. With the project for all of Aroostook County continuing over the summer. There's an agenda item to award planning grants.

Local and regional planning support

Staff has now met with the current Broadband Utility Districts (BUDs), Maine Municipal Association, Vermont Community Broadband, and GWI, who is working with VT CUDs, and talking with several significant efforts underway in Maine for BUDs. We will continue to work on developing the resources for BUDs and thinking about needed funds, to draft an RFP for review at a future meeting. There's also an agenda item to review financials and discuss the timeline for new budgeting.

We also take part in the weekly "Let's Talk Broadband" that MBC and Island Institute hosts every Friday. Usually ~11 people on the call, ranging from experienced to less experienced. We field lots of question on programs.

Staff and program management

Staff hosted the workshop for potential applicants to the Broadband Infrastructure Grants Program, which was well received. The slides and video are now posted on our website. We are now working through bugs in the Grants Portal, which are actually department-wide.

The Maine Connectivity Authority approved transferring \$10 million to the Broadband Infrastructure Grants Program for this current application window, bringing the total amount of awards to approximately \$16.5 million. There's an agenda item to discuss the memorandum of understanding with MCA.

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Federal funds

ConnectMaine continues to talk with communities and counties about the ability to use the ARP funds for broadband expansion. The latest guidance includes 400 pages on accountability—so again, the ConnectMaine grants verification and validation process is actually a walk in the park compared to federal auditing requirements. So far, Androscoggin has been the only County to put funds toward infrastructure. Piscataquis County Commissioners were disappointed the Broadband Study called for “putting wires everywhere.”

No updates on NTIA Grants. We are preparing comments with MCA, DOT, MSL and others in response to the RFC issued by NTIA, deadline 2.4; comments have been a collaborative effort with other states broadband offices.

Partnership activities

Staff used the SBLN to continue discussions on influencing future NTIA broadband programs, to address a nationwide Freedom of Information Act request and share job descriptions as many states try to add capacity for deploying 10-100 times the amount of funds usually available.

ConnectMaine Authority Financials

Includes ConnectME Fund and State Account

FY22 Administrative Combined

As of 12.31.21

FINANCIALS	DETAIL	PROPOSED	OBLIGATED	ENCUMBERED	Q1	Q2	ACTUAL	REMAIN
REVENUE	Carryforward, includes Assessment Withdrawal	\$886,455.65	\$1,927,088.14	\$1,927,088.14	\$1,927,088.14	\$709,960.02	\$1,927,088.14	
Fund	Assessment Fees, etc.	\$3,050,000.00	\$3,445,000.00	\$708,638.00	\$931,670.02	\$427,482.01	\$1,359,152.03	\$2,087,414.48
State	Refunds, excludes Assessment Withdrawal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SUBTOTAL		\$3,936,455.65	\$5,372,088.14	\$2,635,726.14	\$2,858,758.16	\$1,137,442.03	\$3,286,240.17	\$2,087,414.48
EXPENSES								
Financial	DAFS, Solix, audit, bank charges	\$81,600.00	\$71,600.00	\$47,900.00	\$10,074.00	\$37,899.36	\$47,973.36	\$21,452.00
Website	InforME, OIT & Sewall	\$79,275.00	\$79,275.00	\$26,675.00	\$406.52	\$6,217.13	\$6,623.65	\$72,651.35
Administration	Salaries, etc.	\$263,563.00	\$263,153.87	\$139,677.46	\$69,947.46	\$66,478.06	\$136,425.52	\$139,677.46
Cellphones		\$1,080.00	\$1,080.00	\$90.00	\$246.56	\$245.24	\$491.80	\$588.20
Travel	Central Fleet, etc.	\$3,000.00	\$3,000.00	\$44.71	\$88.36	\$44.71	\$133.07	\$2,866.93
Operational Services	subscriptions, conferences	\$21,300.00	\$1,200.00	\$500.00	\$0.00	\$1,060.64	\$1,060.64	\$20,239.36
Support Services	excluding technical and intelligence	\$376,500.00	\$146,860.20	\$66,468.95	\$50,718.95	\$15,750.00	\$66,468.95	\$259,031.05
Technical Services	grants verification & validation	\$177,775.00	\$146,318.75	\$80,793.75	\$24,456.25	\$23,668.75	\$48,125.00	\$98,193.75
Broadband Intelligence	data collection, analysis & mapping	\$900,000.00	\$933,687.64	\$714,394.05	\$514,375.44	\$179,825.20	\$694,200.64	\$239,487.00
Research Services	business models & ROI evaluations	\$250,000.00	\$140,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250,000.00
Planning Grants		\$246,125.00	\$141,894.48	\$89,519.48	\$30,250.00	\$32,769.48	\$63,019.48	\$183,105.52
Planning Services	including community mapping services	\$200,000.00	\$212,500.00	\$10,350.00	\$0.00	\$10,350.00	\$10,350.00	\$189,650.00
Digital Inclusion		\$100,000.00	\$29,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grant Matches		\$750,000.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Infrastructure Fund	separate from restricted grants	\$225,312.50	\$75,000.00	\$75,000.00	\$0.00	\$75,000.00	\$75,000.00	\$150,312.50
Miscellaneous	covers likely deviations	\$50,000.00	\$42.00	\$42.00	\$0.00	\$0.00	\$0.00	\$20,000.00
TOTAL		\$3,725,530.50	\$2,294,611.94	\$1,251,455.40	\$700,563.54	\$449,308.57	\$1,149,872.11	\$1,647,255.12
BALANCE		\$210,925.15			\$2,158,194.62	\$688,133.46	\$2,136,368.06	-\$440,159.36

ConnectMaine Authority Financials

FY22 State Account

Rev. 1.11.22

FINANCIALS	DETAIL	PROPOSED	OBLIGATED	ENCUMBERED	Q1	Q2	Q3	ACTUAL	REMAIN
REVENUE	Carryforward	\$505,413.95	\$783,222.92		\$783,222.92	\$709,960.02		\$783,222.92	
Fund	Assessment Withdrawal	\$0.00							
Refunds		\$0.00							
SUBTOTAL		\$505,413.95	\$783,222.92		\$783,222.92	\$709,960.02	\$0.00	\$783,222.92	
EXPENSES									
Financial	DAFS	\$11,600.00	\$11,600.00	\$2,900.00	\$2,574.00	\$2,574.00		\$5,148.00	\$6,452.00
Website	InforME, OIT & Sewall	\$79,275.00	\$79,275.00	\$26,675.00	\$406.52	\$6,217.13		\$6,623.65	\$72,651.35
Administration	Salaries, etc.	\$263,563.00	\$263,153.87	\$139,677.46	\$69,947.46	\$66,478.06		\$136,425.52	\$139,677.46
Cellphones		\$1,080.00	\$1,080.00	\$90.00	\$246.56	\$245.24		\$491.80	\$588.20
Travel	Central Fleet	\$3,000.00	\$3,000.00	\$44.71	\$88.36	\$44.71		\$133.07	\$2,866.93
Operational Services	subscriptions, conferences	\$700.00	\$700.00			\$560.64		\$560.64	\$139.36
Support Services	program & technical, data & maps	\$76,500.00	\$25,500.00					\$0.00	\$25,500.00
Planning Grants		\$2,500.00	\$2,500.00	\$0.00		\$2,500.00		\$2,500.00	\$0.00
Miscellaneous	covers likely deviations	\$20,000.00	\$42.00	\$42.00				\$0.00	\$20,000.00
TOTAL		\$458,218.00	\$386,850.87	\$169,429.17	\$73,262.90	\$78,619.78	\$0.00	\$151,882.68	\$267,875.30
BALANCE		\$47,195.95	\$396,372.05		\$709,960.02	\$631,340.24	\$0.00	\$631,340.24	-\$363,464.94

ConnectMaine Authority Financials

NECEC Broadband Fund

Revised Budget

Rev. 1.19.22

FINANCIALS	DETAIL	PROPOSED	OBLIGATED	ENCUMBERED	Q1	Q2	Q3	ACTUAL	REMAIN
REVENUE	Carryforward	\$1,000,533.46			\$1,000,533.46	\$1,001,195.43	\$2,001,807.94	\$1,000,533.46	\$0.00
NECEC		\$0.00	\$1,000,000.00	\$1,000,000.00		\$1,000,000.00		\$1,000,000.00	\$0.00
Interest					\$661.97	612.51		\$1,274.48	
SUBTOTAL		\$1,000,533.46	\$1,000,000.00	\$1,000,000.00	\$1,001,195.43	\$2,001,807.94	\$2,001,807.94	\$2,001,807.94	\$0.00
EXPENSES									
Withdrawals	Maine Connectivity Authority	\$1,000,533.46						\$0.00	\$1,000,533.46
Planning Assistance		\$0.00						\$0.00	\$0.00
Digital Inclusion	affordability program	\$0.00						\$0.00	\$0.00
Infrastructure Grants	matches or direct allocations	\$0.00	\$1,000,000.00					\$0.00	\$1,000,000.00
Infrastructure Loans		\$0.00						\$0.00	\$0.00
Miscellaneous	covers likely deviations	\$0.00						\$0.00	\$0.00
TOTAL		\$1,000,533.46	\$1,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000,533.46
BALANCE		\$0.00			\$1,001,195.43	\$2,001,807.94	\$2,001,807.94	\$2,001,807.94	-\$2,000,533.46

ConnectMaine Authority Financials

FY22 State Bond Spending

Rev. 1.19.22

FINANCIALS	DETAIL	PROPOSED	OBLIGATED	ENCUMBERED	Q1	Q2	Q3	Q4	ACTUAL	REMAIN
REVENUE	Carryforward	\$2,000,000.00	\$2,000,000.00	\$211,000.00	\$211,000.00	-\$27,986.96			\$211,000.00	\$1,789,000.00
Bonds	FY21	\$13,000,000.00	\$3,000,000.00	\$4,789,000.00	\$1,789,000.00	\$3,000,000.00			\$4,789,000.00	\$8,211,000.00
Interest									\$0.00	\$0.00
SUBTOTAL		\$15,000,000.00	\$5,000,000.00	\$5,000,000.00	\$2,000,000.00	\$2,972,013.04	\$0.00	\$0.00	\$5,000,000.00	\$10,000,000.00
EXPENSES										
Bond Fees	includes interest refunded	\$10,000.00							\$0.00	\$10,000.00
Infrastructure Bond		\$14,990,000.00	\$2,027,986.96	\$2,242,576.96	\$2,027,986.96	\$214,590.00			\$2,242,576.96	\$12,747,423.04
TOTAL		\$15,000,000.00	\$2,027,986.96	\$2,242,576.96	\$2,027,986.96	\$214,590.00	\$0.00	\$0.00	\$2,242,576.96	\$12,757,423.04
BALANCE		\$0.00			-\$27,986.96	\$2,757,423.04	\$0.00	\$0.00	\$2,757,423.04	\$2,757,423.04

CONNECTMAINE

Memorandum of Understanding

Toward Transition and Strategic Planning

26 January 2022

Authority Members

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

Background

With the Maine Connectivity Authority getting set up, staff and board members of both our authorities aim to ensure processes and systems are started, transitioned or continued as smoothly as possible. Mechanisms are needed to ensure staff of MCA can access tools and collaborate with ConnectMaine staff, including a memorandum of understanding about programming that will continue in the near-term. Staff collaborated with MCA staff to draft an MOU that outlines key activities, functions and work over through the rest of this fiscal year 2022. It was reviewed by the Assistant Attorney General assigned to ConnectMaine. MCA approved the MOU with the addition of future editing with written agreement.

Overview

The MOU is organized by the strategies for continuing, leveraging or transitioning assets and programs, in collaboration with MCA:

- Last-Mile Strategy that continues ongoing work of expanding broadband. Currently, about \$6.5 million remains of the \$15 million bond. The short-term option for the Last-Mile Strategy will be increasing the amount of funds available for infrastructure grants, which will likely be oversubscribed by threefold. This increased investment could occur for this next application window.

Then after this fiscal year, the Maine Connectivity Authority will refine and implement the grants program.

- Strategizing Tools that build on shared knowledge to be ambitious and innovative. The Broadband Intelligence Platform integrates mapping activities, grantmaking and reporting. The federal Capital Projects Fund allows for middle-mile projects that support last-mile projects; the CPF Project Plan will need to integrate with last-mile projects. The Broadband Intelligence Platform, which will be critical for this effort, is extended to MCA through this fiscal year.

- Community Engagement Strategy that builds local investment and engagement. The community broadband planning support program creates a pipeline of potential projects, gets communities ready for broadband expansion and leverages multiple sources of funds. Implementing a specific plan for Broadband Utility Districts would include regional requirements and specific assistance to support their development and implementation. The program also continues to ensure federal requirements are addressed for potential projects.

- Staffing Strategy that avoids unnecessary disruptions and duplicative overhead. Achieving the goals and implementing the strategies identified will require maintaining and increasing staff capacity.



MEMORANDUM OF UNDERSTANDING
between
The ConnectMaine Authority
and
The Maine Connectivity Authority
for
January 2022—June 2022

This memorandum of understanding (MOU) is made by and between the ConnectMaine Authority (ConnectMaine) and the Maine Connectivity Authority (MCA) of the state of Maine.

Whereas ConnectMaine administers the ConnectME Fund, and contracts for licensures to data collection tools and other assets, in accordance with 35-A M.R.S.A. Ch. 93.

Whereas the State of Maine distributed State Fiscal Recovery Funds from the American Rescue Plan to MCA in accordance with Ch. 483 public law; whereas MCA would be applicant to and administrator of the Capital Projects Fund from the US Department of Treasury in accordance with the Guidance for the Coronavirus Capital Projects Fund; and whereas MCA carries out the purposes and duties of 35-A M.R.S.A. Ch. 94-A.

Now, therefore, for the purposes of sharing assets in achieving shared statutory goals, ConnectMaine and MCA (the Parties) hereby agree as follows:

- A. Share data and tools to build on shared knowledge:
 - a. ConnectMaine will make a licensure to the FiberMap element of the Broadband Intelligence Platform available to staff of MCA, which includes training on the use of FiberMap from VETRO, at least through the end of that contract with ConnectMaine;
 - b. MCA will negotiate with VETRO to create a new public viewer of broadband service availability in the state, due to the current Broadband Availability Map expiring at the end of June 2022;
 - c. To the extent it deems necessary, MCA may purchase additional datasets toward the Broadband Intelligence Platform.

- B. Sustain the community of broadband advocates that support local broadband investment and engagement:
 - a. ConnectMaine will continue to build local engagement and create a pipeline of potential projects by getting communities ready for broadband expansion, by continuing the ConnectMaine Community Broadband Planning Support Program, which includes supporting the development and implementation of Broadband Utility Districts, through June 2022;
 - b. MCA, with the support and input of ConnectMaine, will develop a Broadband Master Plan and Regional Capacity Building Plan, which will address the continued funds toward Community Broadband Planning Support, to meet federal requirements and to engage communities and community organizations.

CONNECTMAINE

Community Broadband Planning Grants

26 January 2022

Review Team

Authority Members

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

Background

Community Broadband Planning Grants are awarded to develop plans for expanding the availability of broadband service, and to produce strategies for digital equity and inclusion. The Community-Driven Broadband Planning Process leads to expanding the availability of broadband service. These support planning activities after communities have begun the process of figuring out how to bring broadband to their area, for which Community Broadband Startup Grants can be awarded.

Planning Grants are intended for taking the community to the next step in planning for expanded broadband service. Funded projects are intended to get communities ready to pursue future opportunities for broadband expansion, by committing to firm milestones to expand broadband in a way that reflects the community's vision and goals.

Process

This application window was opened at the late November meeting, and closed January 20. Four applications were received covering 51 communities from Piscataquis County south into Cumberland and the Town of Waldo, which was the only non-regional application. Anticipated project costs totaled \$250,000, and \$144,000 in grants were requested.

Recommendations

The review team reviewed applications for demonstration that the proposed projects would likely lead to the expansion of broadband service availability, that the communities covered by the proposed project are actively involved in the proposed project including the community members that have the authority to progress from planning to building infrastructure, and that projects cover unserved and underserved areas—are eligible for grants. ConnectMaine staff will also follow up with unsuccessful applicants with assistance.

Project	Cost	Request	Award
Cumberland Oxford Lakes Area	\$60,000	\$50,000	\$0
MSAD 72	\$125,000	\$59,000	\$59,000
Piscataquis County	\$20,000	\$10,000	\$0
Town of Waldo	\$45,000	\$25,000	\$25,000
Totals	\$250,000	\$144,000	\$84,000

Motion to approve awarding community broadband planning grants as recommended by the review team: