

Town of Waldoboro, Maine
Communications Technology Committee Agenda
Municipal Building - 1600 Atlantic Highway
Date and Time: Monday, July 11, 2016 at 6:00 p.m.

1. Sign in and Call to Order. John Lawrence called the meeting to order at 0820 Hours, after difficulties with the video record equipment were sorted out.

2. Re-instated and New Committee Members Present:

Bob Butler
Dick Glidden
Richard Hofses
John Lawrence

Richard Genthner was away on business.

3. Definition and Determination of a Quorum: At least three of the Committee's five voting members must be present. John Lawrence confirmed a quorum was present.

4. Election of Committee Officers:

The committee voted 4 to zero to elect Richard Genthner to be Committee Chairman after Butler withdrew his nomination of John Lawrence, who refused the position.

The committee subsequently voted for John Lawrence to be Vice Chairman and Bob Butler to be Secretary.

5. Citizens' Comments

There were no citizens' comments

6 Committee Formation Document: The Committee reviewed the formation document, intended as an addendum to the Waldoboro Boards and Commissions Policy. Richard Hofses moved with John Lawrence's second that the Committee Chairman forward the document to the Select Board for the latter's approval. The vote was unanimous. The Formation Document, as the CTC approved it, is attached to these minutes.

7. Report on Progress with Old Augusta Road and Downtown Village.

The committee, by consensus, agreed to hold a Fiber Optic Demo Night for Waldoboro on September 14th at 6:30 p.m. The event will encourage people in the village and on Old Augusta Road better to understand the importance of fiber optic broadband to their daily professional and home lives. John Lawrence pointed to the

Cloud and to Drop Box as two applications that run more efficiently with Fiber's symmetrical service. CTC's goal is to determine how many underserved people we have in the two areas and where, exactly, they are. The Committee will need to advertise the event of the 14th in the Free Press, the Courier Gazette and the Lincoln County News. John Lawrence said he would call Randall Manning to make him aware of the meeting. He said he would also contact the MSAD 40 administration to encourage attendance of parents who have children attending MSAD 40 schools.

8. Discuss Options for Future Committee Goals FY2017. The CTC determined the following areas of interest for FY2017 discussion and action:

- EMA. We need to define the under served parts of town and define the emergency function well enough to ensure adequate emergency services are available to everyone. It was noted that Fire Department volunteers use their own handhelds, which tend to have less coverage range within the EMA network. We need to eliminate the dead spots in Waldoboro, hopefully through implementation of FirstNet.

John will be attending a FirstNet meeting in Augusta on Tuesday the 19th. The FirstNet Infrastructure will allow first responders in every town to have scalable connectivity, i.e. command and control services to each emergency incident. The Feds intend to discuss the structure of FirstNet at the meeting on the 19th. John said every state would be a part of FirstNet. Questions remain concerning financing: Will it be from local tax money or federal tax money? A major question to be answered will be how the town and state infrastructures will interface with FirstNet. They will have to be modified to be able to bridge into and out of the federal FirstNet system.

- Discuss the idea of a town-wide Fiber Network. Look into laying the groundwork to explore that possibility.

- Finntown Road – Define the problem of lack of connectivity. Distribute a survey in that area and work to establish connectivity for all residents.

- Try to get on a more formal basis with LCI. Develop a schedule of periodic meetings to update the status of their activates in Waldoboro. A meeting every three or four months would be helpful.

9. The meeting adjourned at 7:40 p.m.

Respectfully submitted,

Bob Butler, Secretary

Attachment I
Waldoboro Boards and Communications Policy

Communications Technology Committee

I. Functions: The Committee shall:

- A. Have the discretionary authority to oversee the planning, installation, and operation of Town owned and/or Town managed communications infrastructures and networks that are subject to FCC regulation, and other infrastructures and networks that embody IEEE802 license exempt technology subject to Office of the Public Advocate oversight. The subject technologies shall include but not be limited to, telephone, radio, wireless, cable, and fiber broadband and include an emergency response network that is compatible and up-to-date with the state and national networks.
- B. Anticipate and plan for future communications needs and advise and assist the Town in adapting to and implementing developing communications technologies as they become available, with the assistance of private sector companies, as appropriate, and by helping the Town pursue both state and federal grants.
- C. Draft an ordinance to address the implementation and use of new communications technologies.
- D. Seek to educate the citizens, residents, and employees of Waldoboro through occasional workshops and demonstrations, of the educational, economic, and health benefits of fiber broadband and other communications technologies.
- E. Promote a technology-rich environment in Waldoboro, to improve opportunities for business and employment growth by working, on behalf of the Town, with private sector providers of broadband, wireless and other technologies, as appropriate.
- F. Evaluate the practicality of a Waldoboro Communications Utility or partnership allowing for shared ownership, and if the committee deems such a entity to be advisable, upon approval of the Select Board and the voters, work to create, organize, ~~appoint~~ and operate the utility.
- G. Work with Waldoboro's Director of Planning and Development, the Town Manager, the Select Board and interested Town Departments, Committees, Commissions, and Boards to apply for grants and other funding resources to expand or modify broadband and other communications networks to meet the needs of residents, businesses, schools, non-profit organizations, and local, state and federal governments.
- H. Originate requests for proposals, pre-qualify communications technology

contractors, and oversee the bid evaluation, contract award, and implementation processes, all in accordance with the Town's Purchasing Policy and in cooperation with the Town Manager and the Select Board.

I. Serve as the central sounding board for citizen initiatives and concerns regarding communications technologies.

J. Work in cooperation with the Select Board and the Town Manager to consult with legal counsel and to obtain legal services, as necessary to enforce the Town's contractual rights and protect its assets.

II. Committee Membership and Quorum

A. Voting Members: The Select Board shall appoint Five Voting Members from among applications it receives from interested and qualified Waldoboro residents.

B. Non-Voting Members:

One Select Board Representative, who may or may not be Select Board member,

One Town Office Representative

EMA, Police, Fire, and EMS Representatives

C. Quorum: Required for all meetings. A quorum shall consist of three voting members, one of whom must be the Chairman or Vice Chairman. The Chairman may remove and request a replacement for any voting member who is not present for three consecutive meetings.

III. Appointments:

Until June 30, 2016, the Committee shall be composed of current sitting members of the Broadband Sub-committee. Subsequently, the Select Board will evaluate applications for the Communications Technology Committee from interested Waldoboro residents and will appoint members to initially staggered terms of one year, two years, and three years, upon the expiration of which all subsequent terms shall be for periods of three years. The Select Board shall fill vacancies in a timely manner.

IV. Committee Procedures:

In July of Each year the Voting members shall elect a Chairman, Vice-Chairman, and Secretary. The Chairman, or in his absence, the Vice Chairman, shall set the agendas and run the meetings in accordance with *Robert's Rules of Order*. The meetings shall be recorded by video and the disc given to the Waldoboro Administrative Assistant. The Secretary or in his absence an alternate committee member will prepare minutes for approval at a subsequent meeting

V. Status:

The Communications Technology Committee shall be a Town Committee that conducts its business in accordance with the Waldoboro Boards and Commissions Policy.

The Communications Technology Committee will necessarily interface and coordinate with all Town Departments, including the Town's IT Officer, and with state and federal agencies.

VI Budget:

The Select Board will determine an appropriate budget for the Communications Technology Committee during its first year. During subsequent years the Communications Technology Committee will work with the Town Manager to create an annual budget for presentation to the Select Board and the Budget Committee

VII Sub-Committees:

The Chairman, with the consent of the majority of the Committee, may appoint subcommittees composed of Committee members and/or members from the community-at-large. Rules governing sub-committee meetings are the same as those governing the Communications Technology Committee.

VIII. Conflict of Interest Policy

CTC members actively participate in decisions concerning technology choices and purchases for the benefit of the Town of Waldoboro. Their participation carries with it a broad and unbending duty of loyalty and fidelity to the interests of the town.

Consequently, Committee members have the responsibility of administering the affairs of the committee honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of the Town of Waldoboro. Committee members must exercise the utmost good faith in all transactions involved in their duties. They must not use their positions as committee members or knowledge gained from their positions for their personal benefits. The interests of the CTC and the Town of Waldoboro must be the first priority in all CTC member decisions and actions.

This Conflict of Interest Policy is directed not only to committee members but also to all Town of Waldoboro employees and volunteers who can influence the actions of the committee. This includes all who make purchasing decisions, all persons who might be described as "management personnel," and anyone who has proprietary information concerning issues with which the Committee deals.

Conflicts of interest may arise in the relations of committee members and others with any of the following third parties:

1. Persons and firms supplying goods and services to the Town of Waldoboro;
2. Persons and firms from whom the Town of Waldoboro leases property and equipment;
3. Persons and firms with whom the CTC or the Town of Waldoboro is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property;
4. Competing or affinity organizations;
5. Donors and others supporting the CTC or the Town of Waldoboro;
6. Agencies, organizations and associations which affect the operations of the CTC or the Town of Waldoboro; and
7. Family members, friends, and other employees or committee members of the Town of Waldoboro.

This policy defines a conflicting interest as an interest, direct or indirect, with any persons or firms mentioned above. Such an interest might arise through:

- a. Owning stock or holding debt or other proprietary interests in any third party dealing with the Town of Waldoboro;
- b. Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) with any third party dealing with the Town of Waldoboro;
- c. Receiving remuneration for services with respect to individual transactions involving the Town of Waldoboro;
- d. Using one's time, personnel, equipment, supplies, or good will for other than Town-approved activities, programs, and purposes.
- e. Receiving personal gifts or loans from third parties dealing with the Town of Waldoboro or competing for projects for which the Town of Waldoboro is offering contracts. No personal gift of money should ever be accepted.

The areas of conflicting interest listed above, and the relations in those areas that may give rise to conflict, are not exhaustive. Conflicts might arise in other areas or through other relations. It is assumed that the committee members, volunteers, and Town of Waldoboro employees will recognize such areas and relation by analogy.

The fact that one of the foregoing interests exists does not necessarily mean that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material, that upon full disclosure of all relevant facts and circumstances it is necessarily adverse to the interests of Communications Technology Committee or the Town of Waldoboro.

However, it is the policy of the CTC and the Town of Waldoboro that the existence of any of the interests described in this section shall be disclosed before any transaction is

consummated. It shall be the continuing responsibility of the committee members and Town of Waldoboro employees to scrutinize their transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures.

Transactions with parties with whom a conflicting interest exists may be undertaken only if all of the following are observed:

- w. The conflicting interest is fully disclosed;
- x. The person with the conflict of interest is excluded from the discussion and approval of such transaction;
- y. A competitive bid or comparable valuation exists; and
- z. The committee has determined that the transaction is in the best interest of the Town of Waldoboro.

Disclosure of any conflict of interest shall be made to all committee members in open, public meeting.

The committee shall determine whether a conflict exists and in the case of an existing conflict, whether the contemplated transaction may be authorized as just, fair, and reasonable. The decision of the committee on these matters shall rest in its sole discretion, and their concerns must be the welfare of the Town of Waldoboro and the advancement of its goals.