Precertification Checklist

1. **Create a Community Broadband Team**
    Provide list of members, including name and title:

    The Belfast City Council established a Broadband Committee, which would be considered to be the Community Broadband Team, on March 17th, 2015, and appointed members to that committee on April 7th, 2015. The following is the current list of members:

    > *John Arrison (Owner, Shearwater Yacht Systems; City Councilor, City of Belfast; resident of Belfast) (representative from municipal government)*
    > *Thomas Kittredge (Economic Development Director, City of Belfast) (representative from municipal government)*
    > *Roger Lee (Senior Principal, Fish & Richardson P.C. (attorney, with specialization in intellectual property and software patent law); former City Councilor, City of Belfast; resident of Belfast)*
    > *Will Martell (User Support Manager, Maine Maritime Academy; resident of Belfast)*
    > *Declan O'Connor (Estimator/Project Manager, Whitecap Builders; former Business Manager, Bluestreak Wireless Internet; resident of Belfast)*
    > *Bryant Richardson (Enterprise Technology Analyst, athenahealth; resident of Belfast)*

    Must include at least one representative from municipal government for each community seeking certification.

    Two members of this committee would be considered representatives from municipal government: City Councilor John Arrison and Economic Development Director Thomas Kittredge.

    If it is known that a non-profit or economic development entity will ultimately be seeking a grant using this precertification, should include one member of that non-profit.

    This is not applicable.

    Members could include residents and representatives with experience in health care, business, and education.

    All current members of the team, with the exception of Thomas Kittredge, are residents of Belfast. Through their current positions, the current members of the team represent health care (Richardson), business (Arrison, Lee, and O'Connor) and education (Martell).

    Must designate single point person for communications with ConnectME for certification process, provide email address to ConnectME.

    > *Thomas Kittredge, Economic Development Director, City of Belfast, has been designated as the single point person for communications with ConnectME for the certification process; his e-mail address is economicdevelopment@cityofbelfast.org.*

2. **Hold at least one Community Broadband Meeting**

    The City of Belfast's Broadband Committee has met approximately 14 times since its creation, and the Broadband Committee and its work have been discusses at 3 separate Belfast City Council meetings. Both types of these meetings are listed in the calendar that is part of the City of Belfast's website (www.cityofbelfast.org) and they are also open to the public. In addition, City Council meetings are streamed live over the internet and over the City's government television station, and are archived for on-demand online viewing.

Send emails to broadband providers currently serving your community and invite them to the community meeting.

For 5 of the meetings that have been held so far by the Broadband Committee, the agenda of the meeting was focused on hearing from, and asking questions of, representatives of broadband providers that currently provided service to at least some portion of the City of Belfast; these questions included: "What is your current coverage area in Belfast and what level of service do you currently provide?"; "What are your plans for expanding service in Belfast?"; "What are your metrics for deciding whether or not to invest in a particular area of Belfast?"; and "How can the Broadband Committee assist you in expanding service in Belfast?" For these meetings, the broadband providers were specifically invited to attend and participate via e-mail and/or phone.

Share results of ConnectME Mapping for this community.

At most of the meetings of the Broadband Committee, the existing ConnectME broadband internet map for the City of Belfast was brought out, reviewed, and discussed.   At all of the meetings of the Broadband Committee that included the participation of representatives of a broadband provider, the map was also brought out, to be used to compare with information that the providers were disclosing regarding current areas of service availability, and areas of future planned service availability. Additionally, the most recent version of this map was uploaded to the City of Belfast's web page (www.cityofbelfast.org/broadband) so that any member of the public can access it.

Questions for attendees:

Which providers are currently serving your community?

The providers that we understand to be currently serving at least a portion of the City of Belfast include the ones that the Broadband Committee has met with: Bluestreak/UniTel, Charter/Spectrum, FairPoint Communications, GWI, and LCI. In addition, we are aware that Exede/WildBlue, HughesNet, and Premium Choice Broadband also currently serve at least a portion of the City of Belfast.

Which providers attended your meeting?

Bluestreak/UniTel, Charter/Spectrum, FairPoint Communications, GWI, and LCI, have attended and participated in meetings of the Broadband Committee.

How do the mapping results compare with members' actual experiences?

Currently, Belfast's most recent (generated December 19th, 2014) ConnectME broadband internet map shows that 100% of the City (i.e. all roads are shown) has at least broadband service meeting or exceeding speed tier 2 download and tier 1 upload criteria. However, multiple members of the Broadband Committee have shared their own experiences of not being able to secure sufficient broadband internet service at their homes in Belfast; this would appear to contradict the ConnectME broadband internet map data.

Does existing broadband access meet your needs?

The City of Belfast does not believe that the existing broadband access meets the needs of the entirety of the City of Belfast.

If it is inadequate in what ways does it fall short?

A common theme that became evident during the course of meeting with the five aforementioned broadband providers, was that the area located 'inside the bypass' (that portion of Belfast that is bordered by U.S. Route 1 on its west, and Belfast Bay on its east, and which includes the densest part of Belfast, its downtown district) was soon to have, if it did not have it already, good access to high-speed internet, including fiber-to-the-home. In contrast, it became evident during the course of these meetings that the remaining areas of Belfast (the area 'outside the bypass' and the eastern portion of Belfast) were far less likely to receive improved access to high-speed internet, and in particular, less likely to see deployment of fiber-based broadband technologies, for the foreseeable future, due to the lower population densities of those areas. However, we

also realized that for companies of a certain size and resources, this issue is not a concern; for companies such as athenahealth and Bank of America, they have the ability to purchase custom broadband solutions that will meet their needs. The lack of broadband has much more of an impact on smaller businesses, on home-based businesses, and on residents.

If you have broadband, how do you use it now?

The City of Belfast understands that broadband is currently used for a wide variety of uses, which include, but are not limited to: e-commerce in support of home-based businesses; e-mail communication; online computer and video games; online education; recreational viewing of movies and television; telecommuting; and video communication.

Provide documentation showing meeting dates, notes, agenda and number of attendees, emails to providers and responses to the questions above.

Please see attached documentation.

3. **Identify Key Documents/Existing Efforts**
   Does the municipality use broadband to deliver municipal services?

   Yes, the municipality does use broadband to deliver municipal services.

   Describe the services, and how broadband is used to deliver these services. (e.g., town office has a broadband connection it uses to submit information to state government, police department uses broadband to communicate with state or federal databases or assessors' office makes access to property records and maps available to the general public).

   The majority of existing City departments use broadband to provide one or more municipal services.

   For example, the offices of the City Clerk, the Treasurer, and the Tax Collector use broadband to access and utilize specific platforms and tools, including: Central Voter Registration; the Database Application for Vital Events; the Maine Bureau of Motor Vehicles; the Maine Electronic Birth Registration System; the Maine Electronic Death Registration System; the Maine Electronic Marriage Registration System; the Maine Online Sportsman's Electronic System (the Maine Department of Inland Fisheries & Wildlife's online hunting and fishing licensing system); and PayPort (over-the-counter and online credit card and debit card payment services for parking tickets, registrations, licenses, property taxes, and other services).

   The City of Belfast Assessor's Office uses broadband to access and utilize specific platforms and tools, including: GeoLynx (Enhanced 9-1-1 data confirmation and reporting); and MapGeo (aerial maps and property information). The MapGeo platform, which is integrated into the City of Belfast's website, links to various property data services, including: abutters' data; assessing valuation and ownership data; building footprints; configurations; dimensions; elevations; local zoning and resource protection restrictions; photographs; setbacks; site orientations; and tax cards. This information is available online, which allows it to be utilized by abutters/neighbors, attorneys, bankers, builders/developers, City personnel, contractors, existing and prospective business owners, existing and prospective homeowners, insurance company representatives, mortgage brokers, and real estate agents at any time that is convenient for them, which reduces the demands of time on City personnel to provide that same information. (681 visits were made to the MapGeo portion of the City's website during its first month of availability, where 4,600 actions were made, including more than 700 property searches and 300 inquiries regarding zoning.)

   Finally, the Belfast Police Department uses broadband to access their records management system, access Maine Bureau of Motor Vehicles records, and to conduct online investigations.

   Are there local or regional economic development plans in which broadband could play a role?

   Yes there are both local and regional economic development plans in which broadband plays a role.

If so, provide a list of these documents.

Belfast Comprehensive Plan (City of Belfast, 2012). (Subsection entitled Resource Inventory and Analysis and Goals and Strategies - Economy - Technology.)

Belfast Leadership and Action Summit (Eastern Maine Development Corporation and Knox/Waldo Regional Economic Development Council, for the City of Belfast, April 2007). (Project #7 entitled Promote Technology Infrastructure Enhancements for Belfast.)

Comprehensive Economic Development Strategy (Eastern Maine Development Corporation, 2006). (Subsection entitled Six Drivers of Growth and Prosperity - Infrastructure and Environment.)

Creating Vibrancy in Belfast Maine (Crane Associates, LLC, for the City of Belfast, 2006). (Section entitled Development of a Cyberdistrict.)

Re-Engineering the Region: Leveraging Emerging Opportunities (Camoin Associates, for Eastern Maine Development Corporation, July 14, 2015). (Strategy VI entitled A Digital Region for the Emerging Economy.)

Does the municipality have a cable franchise agreement?

The City of Belfast entered into a 15-year cable television franchise agreement with FrontierVision Operating Partners, L.P. in 1998; this agreement technically expired in 2013, but the City of Belfast and Charter/Spectrum (the successor entity) have continued to follow the terms of the agreement while a new one is being negotiated.

Are there any on-going community projects focusing on the digital divide or information technology (public access through schools or libraries, training, improving access to broadband, etc.?)

The City of Belfast is aware that the Unity Foundation and UniTel have sponsored an extensive series of free digital literacy classes since February 2015, which have been held at locations both in Unity and in Belfast. The topics for these classes have ranged widely and have included: Facebook, Twitter, and Other Social Media; Internet Safety; iPad; Microsoft Access, Excel, Publisher, and Word; QuickBooks; and The Internet - What It Is and How to Use It?

Is there a TIF or other economic development grant for all or part of the area to be served?

The City of Belfast currently has two Tax Increment Financing (TIF) Districts: 1) the Downtown Waterfront Municipal Development and Tax Increment Financing, established in 2007, a 25-year TIF (fiscal years 2007-2031), which counts 100% of the incremental value of real and personal property; and 2) the Northport Avenue Development and Tax Increment Financing District, established in 2005, a 20-year TIF (fiscal years 2006-2025), which counts 100% of the incremental value of real and personal property. Though there are currently no broadband infrastructure-related projects included in the development program for either TIF district, those programs can be amended to include them. In addition, the City's Economic Development Director is able to research, secure, and manage grants (with particular expertise related to the Community Development Block Grant, U.S. Environmental Protection Agency Brownfields, and Economic Development Administration Public Works grant programs) for broadband infrastructure projects.

Does the municipality have a municipal electric company?

No, the City of Belfast does not have a municipal electric company.

If not, what electric utilities serve the area?

The entirety of the City of Belfast is served by Central Maine Power.

4.   **Identify potential Community Anchor Institutions**
      Provide a list of potential community anchor institutions. Community anchor institutions are entities such as schools, libraries, hospitals and other medical providers, public safety entities, institutions of higher education. Anchor

institutions can also be community support organizations that facilitate greater use of broadband by vulnerable populations, including low-income, the unemployed, and the aged.

The following is a list of potential community anchor institutions located within the City of Belfast, organized by category; this list is not intended to be exhaustive.

Community support organizations:

Broadreach Family & Community Services
5 Stephenson Lane

Edward J. Reynolds House
33 Booth Drive

Spectrum Generations
18 Merriam Road

Sweetser
36 Sweetser Drive

Waldo Community Action Partners
9 Field Street #201

Waldo County YMCA
157 Lincolnville Avenue

Government entities:

Belfast City Hall
131 Church Street

United States Department of Agriculture - Natural Resources Conservation Service - Belfast Field Office (Knox and Waldo Counties)
46 Little River Drive

Waldo County Commissioners Office
39B Spring Street

Waldo County Courthouse (under construction)
between Anderson, Church, and Market Streets

Waldo County Registry of Deeds
137 Church Street

Hospitals and other medical providers:

Harbor Hill Center
2 Footbridge Road

Tall Pines Health Care Community
24 Martin Lane

Waldo County General Hospital
118 Northport Avenue

Institutions of higher education:

The University of Maine Hutchinson Center
80 Belmont Avenue

Libraries:

Belfast Free Library
106 High Street

Public safety entities:

Belfast Fire Department
45 Belmont Avenue

Belfast Police Department
112 Church Street

Maine Army National Guard
42 U.S. Route 1 Bypass

United States Coast Guard Marine Safety
2 Franklin Street

Waldo County Emergency Management Agency
4 Public Safety Way

Waldo County Regional Communications Center
2 Public Safety Way

Waldo County Sheriff's Office
6 Public Safety Way

Schools:

Belfast Area High School
98 Waldo Avenue

Captain Albert W. Stevens School
31 Elementary Avenue

Cornerspring Montessori School (under construction)
256 Congress Street

Troy A. Howard Middle School
173 Lincolnville Avenue

Other:

Belfast Municipal Airport
22 Wright Brothers Drive

Waterfall Arts
256 High Street

Provide a list of commercial institutions that could benefit from lower cost, higher bandwidth, and/or improved reliability of broadband.

The following is a list of potential commercial institutions located within the City of Belfast; this list is not intended to be exhaustive.

Belfast Airport Business Park (North Phase)
Airport Road

Belfast Airport Business Park (South Phase)
Little River Drive

Belfast Center
9 Field Street

Ducktrap River of Maine
57 Little River Drive

Front Street Shipyard
101 Front Street

G•O Logic
137 High Street

Mathews Brothers Company
22 Perkins Road

OnProcess Technology
29 Schoodic Drive

Penobscot McCrum
28 Pierce Street

Pica: BRAND, STRATEGY, DESIGN
111 Church Street

Stephens Waring Yacht Design
92 Main Street

5. **Create a Vision Statement**
   A Vision Statement is created by the Community Broadband Team with input from public at the Community Broadband Meeting, with the goal to take a first step toward being able to set a direction for the community's future broadband efforts. The statement should describe the role broadband would play in this community's future, using input from the other steps in the precertification process. Identify specific priority areas (e.g., connecting community anchor institutions, ensuring older citizens can age in place, closing the "homework gap," providing affordable high speed connections to a business park).

   The members of the Broadband Committee have had multiple discussions at their meetings regarding the development of a vision statement, but one has not yet been formally approved. The current best approximation of such a vision statement would be the following:

   The Broadband Committee is tasked with: gathering information regarding the availability of broadband internet within the City of Belfast and identifying deficiencies in coverage and/or speeds; providing residents with that information; and providing guidance to the Belfast City Council regarding what role the City should take regarding investment in broadband infrastructure. The Broadband Committee sees increased access to broadband internet service not only as a way to support economic development (through attracting new businesses, but also assisting in the growth of existing local businesses, small businesses, and home-based businesses), but also to support community

development (with parity of access leading to a better-educated community and fostering civic and political engagement).

(This statement is based on the committee's previous discussions regarding mission statements, on the discussions it has held with broadband internet providers, and on its workplan.)

Explain how this effort conforms to other planning documents/published visioning efforts on other issues in your community.

This broadband planning effort conforms exceptionally well to other planning documents and published visioning efforts on other issues in the Belfast community. For example, the use of a comprehensive, holistic approach for this broadband planning effort is reminiscent of the aforementioned Creating Vibrancy in Belfast Maine plan and the Belfast Comprehensive Plan. Additionally, the effort to involve representatives of various constituencies in the community and to seek their input in this broadband planning effort is reminiscent of the aforementioned Belfast Leadership and Action Summit plan.

City of Belfast Broadband Committee
5:45 PM Tuesday, January 10th, 2017
Conference Room A, Belfast City Hall

Agenda:

1) Begin meeting, take attendance

2) Revisions to the agenda

3) Presentation and Questions and Answers- Charter Communications (Melinda Poore, Regional Senior Director – Government Affairs/New England)

4) Set next meeting date and time (next 2nd Tuesday of the month is February 14th)

5) Adjourn meeting

City of Belfast Broadband Committee
5:30 PM Tuesday, November 15th, 2016
Conference Room A, Belfast City Hall

Agenda:

1) Begin meeting, take attendance

2) Revisions to the agenda

3) Feedback regarding GWI presentation on 10/17/16

4) Set next meeting date and time (next 2nd Tuesday of the month is December 13th)

5) Adjourn meeting

City of Belfast Broadband Committee
6:00 PM Monday, October 17th, 2016
Conference Room A, Belfast City Hall

Minutes:

1) Begin meeting, take attendance

The meeting was started at 6:06 PM. Committee members in attendance were Arrison, Thomas Kittredge, Lee, O'Connor, and Richardson. In addition, Fletcher Kittredge (GWI) was in attendance.

2) Revisions to the agenda

There were no revisions to the agenda.

3) GWI presentation (Fletcher Kittredge)

Fletcher Kittredge from GWI discussed his company's broadband plans for Belfast, discussed the responses to the questionnaire that the committee members responded to in advance of the meeting, and answered questions from the committee.

He made several recommendations to the committee, including: putting a focus on business users; making sure that your fiber system is expected to last 30 to 40 years; you should have enough capacity designed in your fiber architecture to connect everyone in your community (eventually/if they want service); and you need to budget for equipment upgrades, as it changes every 7 to 10 years.

Fletcher Kittredge also discussed how the City of Sanford was able to secure a grant from the Economic Development Administration to build a fiber network, and how UniTel was able to utilize funding from the Universal Service Fund for their recent expansion.

When discussing the benefits of broadband access, Fletcher Kittredge also shared information that he had come across that showed that providing broadband access to a home, it raised the value of that home by 5%, on average.

Thomas Kittredge requested a list of GWI's current business customers in Belfast, and Fletcher Kittredge said that they could possibly provide that list to the committee.

4) Set next meeting date and time (next 2nd Tuesday of the month is November 15th)

The date and time for the next committee meeting was set for Tuesday, November 15th, 2016, at 6:00 PM.

5) Adjourn meeting

The meeting was adjourned at approximately 7:45 PM.

minutes drafted by Thomas Kittredge

Questions to Explore Network Goals

Economic Development

1. Is economic development a goal? In most municipalities, it is.

TK: Yes, economic development is a goal of expanding broadband access.
JGA: Yes, it is a goal, but I am also concerned about parity of access, particularly as it can assist with education and more completely informing the public about political and issue debate. Further, perhaps along the lines of economic development, small businesses remote from the center of town need to have better broadband access.

2. Are there major employers to be retained? If so, who are they? They will need to be interviewed to determine their network speed, reliability, cost, and security needs.

TK: Not sure if there are current major employers in Belfast whose retention depends upon broadband access. Several of Belfast's largest employers, namely athenahealth, Bank of America, and OnProcess Technology likely have developed and maintained their own custom telecommunications and broadband solutions and therefore may not be affected by other broadband improvements in Belfast.
JGA: While I believe that Front Street shipyard has decent broadband service, this will be even more important if they receive construction contracts for ferries they seek. Data for CAD and related operations can be significant. Likewise, other design operations, including Stephens-Waring Yacht Designs and any of the graphic design businesses need good broadband. If the major businesses were, somehow, to lose their broadband connections, I am pretty certain they would go elsewhere.

3. Is business attraction a goal? If so, which industry segments; different industries have different network requirements. Are there particular areas that are targeted for business growth such as office parks, industrial parks, medical areas, or the downtown.

TK: Business attraction is a goal; Belfast would like to attract new businesses across a wide variety of industries, including manufacturing; Belfast and the midcoast may be attractive to workers in the 'knowledge-based economy' and the 'New Economy' as this area has excellent schools and quality of life; improved broadband access would be important to attracting these types of workers. Belfast's downtown and the Belfast Airport Business Park are two particular areas targeted for business growth.

4. Is improving the competitiveness and growth of local businesses a goal? If so, where are they located? It makes sense to form an ad hoc group or have meetings to get business input.

TK: This is also a goal. Many, but not all of these businesses are located within Belfast's downtown.

5. Is downtown revitalization a goal?

TK: I don't believe this is a (primary) goal.

6. Is public WiFi a goal either to attract visitors or as a convenience to citizens?

TK: I don't believe this is a (primary) goal.
JGA: It should be available in some places. Certainly the library has it, but we would like to see the harbor have better wifi.

Residential

1. Over 90% of businesses in Maine are small business/home businesses. These require high quality internet access. Is this true of your municipality?

TK: I believe that this would be true of Belfast.
WM: Must be true, why I am always so busy.
JGA: Yes, absolutely. And I am interested in making sure it is available to home businesses off the main arteries.

2. What percentage of your population is elderly? Telemedicine, which requires reliable and secure bandwidth, allows the elderly to "age in place".

TK: According to the 2010-2014 American Community Survey 5-Year Estimates, 23.4% of Belfast's population is 65 years of age or older.
JGA: This is very important too.

3. Do residents have complaints about the speed, reliability, security, or cost of their current provider?

TK: I believe some residents have complaints; there may be a higher percentage of residents with broadband issues outside the central core of Belfast, where service appears to be more limited.
WM: Always complaints, but tough to get them to take action and switch ISPs.
JGA: Yes, complaints. Slow broadband, especially outside any DSL distances. And DSL is really slow. Also, people generally greatly dislike Fairpoint and TimeWarner.

Municipal Government and Education Infrastructure

1. Do your schools have the network connections they need?

TK: I am unsure.
WM: I believe that the schools are part of the Maine School and Library Network (MSLN) so their network connectivity is covered by that.
JGA: Schools are part of MSLN, but there is no guarantee that MSLN will be around forever. In fact, I thought I heard plans to defund it.

2. Are your municipal offices well connected?

TK: Belfast City Hall is well-connected; unsure regarding municipal satellite offices.
JGA: But we have had problems.

3. Studies have shown that superior broadband increases civic engagement. Is civic engagement a priority for your municipality?

TK: Civic engagement is important to Belfast, though I don't believe that this is a primary goal of expanding broadband access.
JGA: I am amazed at how many people watch council meeting and other city meetings. Democracy is important.

4. Many municipalities are deploying networked and automated traffic signals. Is this a project for your municipality?

TK: I don't believe this type of project has been considered by the City of Belfast.
WM: Don't we only have 3 lights?
JGA: I think we are up to 4.

5. Is the cost of the municipality's current internal network an issue?

TK: I don't believe that this is an issue.
WM: Not an issue at this time, I believe Belfast just signed a new ISP contract, and maybe an IT support contract.

City of Belfast Broadband Committee
6:00 PM Monday, October 17th, 2016
Conference Room A, Belfast City Hall

Agenda:

1) Begin meeting, take attendance

2) Revisions to the agenda

3) GWI presentation (Fletcher Kittredge)

4) Set next meeting date and time (next 2nd Tuesday of the month is November 15th)

5) Adjourn meeting

City of Belfast Broadband Committee
6:00 PM Tuesday, September 13th, 2016
Conference Room A, Belfast City Hall

Minutes:

1) Begin meeting, take attendance

The meeting was started at 6:12 PM. Committee members in attendance were Kittredge, O'Connor, and Richardson.

2) Revisions to the agenda

There were no revisions to the agenda.

3) Discussion of Bluestreak/UniTel presentation on August 9th, 2016

All committee members present discussed Bluestreak's/UniTel's plans for Belfast, both from what was learned from their presentation, and from what they have observed in the community outside of committee meetings; the general consensus was that their plans seemed very aggressive.

4) Other updates

Kittredge plans to attend *Bringing Broadband to Maine's Rural Communities: Insights for Maine from National Success Stories*, which is taking place on October 25th, 2016, in Hallowell.

Kittredge is trying to get GWI to come present at next meeting of the committee.

There was a brief discussion about the ConnectME Authority's Community Broadband Planning Grant program; Kittredge is trying to confirm if there will be a round of grant funding in April of 2017.

There was also some discussion regarding putting up information from broadband providers on the City's website.

5) Set next meeting date and time (next 2nd Tuesday of the month is October 11th)

The date and time for the next committee meeting was set for Tuesday, October 11th, 2016, at 6:00 PM.

6) Adjourn meeting

The meeting was adjourned at 6:28 PM.

minutes drafted by Thomas Kittredge

City of Belfast Broadband Committee
6:00 PM Tuesday, September 13th, 2016
Conference Room A, Belfast City Hall

Agenda:

1) Begin meeting, take attendance

2) Revisions to the agenda

3) Discussion of 8/9/16 UniTel/Bluestreak presentation

4) Other updates

5) Set next meeting date and time (next 2nd Tuesday of the month is October 11th)

6) Adjourn meeting

City of Belfast Broadband Committee
6:00 PM Tuesday, August 9th, 2016
Conference Room A, Belfast City Hall

Minutes:

1) Begin meeting, take attendance

The meeting was started at 6:10 PM. Committee members in attendance were Kittredge, Lee, Martell, and Richardson. In addition, Laurie Osgood and Larry Sterrs, from Bluestreak/UniTel were present.

2) Revisions to the agenda

There were no revisions to the agenda.

3) Presentation by Bluestreak/UniTel

The major portion of the committee meeting was a presentation by Laurie Osgood and Larry Sterrs, representing Bluestreak/UniTel, discussing their broadband plans in Belfast, and answering questions from the committee.

Currently Bluestreak/UniTel can provide service roughly in the area that is inside the U.S. Route 1 bypass. They have estimated that rolling out fiber costs approximately $14,000 per mile, and $500 per house for installation. The last mile of service is their chief issue. They currently look for a take rate of 70% to justify rolling out service in a given area. Bluestreak/UniTel secured approximately $360,000 in ConnectME funding for their recent fiber rollout in Unity, which they matched with approximately $1,000,000 of their own funds.

Sewall produced the survey that Bluestreak/UniTel recently did. Approximately 5,000 surveys were mailed out, and they had about a 14% return rate, which they felt was solid. Bluestreak/UniTel offered to partner with the City of Belfast to develop a survey, if they would have access to the results; the City would still have to pay for the production and mailing of the surveys, however.

4) Set next meeting date and time

The next meeting was set for 6:00 PM on Tuesday, September 13th, 2016.

5) Adjourn meeting

The meeting was adjourned at 7:25 PM.

minutes drafted by Thomas Kittredge.

City of Belfast Broadband Committee
6:00 PM Tuesday, August 9th, 2016
Conference Room A, Belfast City Hall

Agenda:

1) Begin meeting

2) Revisions to the agenda

3) Presentation by Unitel/Bluestreak

4) Set next meeting date and time

5) Adjourn meeting

City of Belfast Broadband Committee
6:00 PM Tuesday, July 12th, 2016
Conference Room A, Belfast City Hall

Agenda:

1) Begin meeting

2) Revisions to the agenda

3) Update regarding setting up meetings with incumbent ISPs

4) Review committee workplan

5) Set next meeting date and time (FYI: Unitel/Bluestreak can do Tuesday 8/9 at 6:00 PM)

6) Adjourn meeting

City of Belfast Broadband Committee
6:00 PM Tuesday, June 14th, 2016
Conference Room A, Belfast City Hall

Agenda:

1) Revisions to the agenda

2) Potential for ConnectME Authority funding

3) Review committee workplan

4) Set up meetings with incumbent ISPs

5) Set next meeting date and time

6) Adjourn meeting

City of Belfast Broadband Committee
6:00 PM Monday, March 14th, 2016
Conference Room A, Belfast City Hall

MEETING MINUTES

Attending: John Arrison, Thomas Kittredge, Roger Lee, Will Martell, Declan O'Connor, and Bryant Richardson.

The meeting began at 6:04 P.M. Bryant Richardson, a prospective new committee member, was welcomed to the meeting and introduced to the rest of the committee members.

1) Revisions to the agenda:

The only revision to the agenda was a request to discuss progress on lining up presentations from other incumbent ISPs to the committee for future meetings. O'Connor offered to reach out to Redzone Wireless, Lee offered to reach out to Time Warner Cable, and Kittredge offered to reach out to Bluestreak.

2) Review presentations by FairPoint and Tidewater; determine if additional information is needed from one or both firms:

Committee members briefly discussed the two recent presentations. Arrison offered to follow up with FairPoint Communications to see if any of the materials/information that they presented to the committee could be made available to the public.

3) Review committee workplan:

Committee members briefly reviewed the most recent workplan.

4) Fiscal year 2016-2017 City of Belfast budget:

Kittredge informed the committee that he would be putting together a request to the Belfast City Council for the upcoming fiscal year 2016-2017 budget for funds to be used to produce, mail, and compile a broadband survey. The committee arrived at a request amount of $7,500.00 for this work. Martell offered to look into finding an intern from the Maine Maritime Academy that would be able to assist with the survey when it comes time to do it.

5) Questionnaire:

The consensus of the committee was that more ISPs should be interviewed before sending out any questionnaires to the Belfast community.

6) Set next meeting date:

The date and time for the next meeting of the committee was set for 6:00 P.M. on Monday, April 11th, 2016, in Conference Room A at Belfast City Hall (if available).

Minutes drafted by Thomas Kittredge, minutes approved at the 6/14/16 meeting of the Committee.

City of Belfast Broadband Committee
6:00 PM Monday, March 14th, 2016
Conference Room A, Belfast City Hall

Agenda:

1) Revisions to the agenda

2) Review presentations by FairPoint and Tidewater; determine if additional information is needed from one or both firms

3) Review committee workplan

4) Fiscal year 2016-2017 City of Belfast budget

5) Questionnaire

6) Set next meeting date

City of Belfast Broadband Committee
1:00 PM Monday, February 8th, 2016
Conference Room A, Belfast City Hall

Agenda:

1) Revisions to the agenda

2) Presentation by FairPoint Communications

3) Set next meeting date

City of Belfast Broadband Committee
1:00 PM Monday, December 21st, 2015
Conference Room A, Belfast City Hall

Agenda:

1) Revisions to the agenda

2) Approve minutes from 2015.11.16 meeting (if available)

3) Discussion of information regarding incumbent broadband providers

4) Discussion of revised workplan

5) Set next meeting date

City of Belfast
Broadband Committee

Minutes of Meeting at 1:00 pm on October 19, 2015

Members Present: John Arrison, Thomas Kittredge, Roger Lee, Will Martell, Declan O'Connor, Cheryl Fuller

Members Absent:

1. Discussion of whether we still all believe the committee has a worthwhile purpose.

Everyone felt there remained a worthwhile purpose for our committee, namely, investigating how we might best achieve providing fiber Internet connectivity for residents in the more densely populated parts of town (e.g., inside the bypass and along other roads where homes are fairly closely spaced). At present we all felt that trying to bring fiber to every residence and building across all of Belfast may be too expensive to be practical.

2. Tilsson Engineering study for Rockport, Rockland, and Owls Head.

Thomas reported that Tillson Engineering, the Portland firm that did the work for Islesboro and Rockport, has finished a report looking at the cost to fully install fiber to every residence and business in Rockport, Rockland, and Owls Head, and has estimated that cost at $17M. Roger suggested that might mean that full hookup for Belfast would be about $7M, but subsequent analysis suggests it would be more like $9M*.

3.   Is it likely that private companies will make the investment necessary to bring fiber connectivity to Belfast residents?

There was discussion of whether there is much likelihood of private entities making the investment required to bring fiber to at least the more densely populated areas of the city. Will reports that Tidewater may be moving in that direction. They have extended an invitation to our committee to tour their facilities in Lincolnville. According to Larry Steers, BlueStreak/Unitel has no interest in such residential service. GWI told us at a meeting with the city held over a year ago that they are interested in providing residential service but only if a group of near neighbors wanted to do an installation, they said that they lack the capital to do a large scale rollout of residential fiber.

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*Population and land area for the three towns and Belfast are:

Owls Head	1580 persons	19.2 sq mi	82	persons/sq mi
Rockland	7297	15.1	480	
Rockport	3330	33.3	100	
Total	12207	67.6	181	
Belfast	6665	38.4	174	

Since the overall density of the three towns is nearly the same as Belfast's overall density, an approximate cost for full hookup in Belfast can be arrived at by apportioning the estimate 17M by population. This gives an estimated cost of 9.3M for Belfast.

Declan wanted to be sure we find out what is holding these private companies back (from proceeding to offer residential fiber). Are they expecting technology that will improve speed and range of existing connection methods (DSL, cable, wireless)? GWI's view was that is impossible for any of the three to come even close to the speeds fiber is capable of.

Will explained that there have been improvements in the speed of DSL, cable, and wireless transmission rates, and that perhaps further improvement is possible.

4. Surveys of Belfast residents and businesses

We agreed that finding out what Internet connectivity services people presently have and what uses they make of the Internet is worthwhile, and how they feel about their present service, etc.. Cheryl noted that we cannot expect residents to necessarily know whether they need a faster Internet connection, as most will not be able to anticipate the uses to which the Internet will be put in the future.

5. Funding sources for the studies needed by the committee

Thomas will do some research on the question of where Belfast might obtain funding for the work that the committee would like to see performed (e.g., the Tillson Engineering studies done for Islesboro and more recently for Rockport, Rockland, and Owls Head.

6. Preparation of a work plan for the committee

Thomas will do a draft work plan, and distribute it. Individual members might want to sign on to be in charge of one of the elements of the plan.

7. Regular meeting time

Everyone felt that meeting once a month was the realistic frequency. John suggested we use the 3rd Monday of every month from 1 to 3 pm.

8. Holding a public meeting early in our process to get public input

Everyone liked the idea. We might find it energizing our work, and we might land some additional volunteers to help with the work. And, of course, we may hear ideas that none of us had thought of.

9. One charge our committee should have is to provide better information for residents as to who the ISPs are, and what sort of speeds each is providing.

This information, which might be comparable to what the Maine Public Advocate provides, might be available on the city's website.

10. Improved App for Committee's internal discussions?

Roger asked if anyone had an idea of how our group of six could better engage in discussions online. He indicated that he had trouble following the thread of a discussion over email, as the order of the conversation is lost.

Submitted by
Roger Lee

City of Belfast Broadband Committee
1:00 PM Monday, October 19th, 2015
Conference Room A, Belfast City Hall

Agenda:

1) Begin meeting, take attendance

2) Revisions to the agenda

3) Discussion regarding committee's purpose

4) Discussion of Tilson Technology Management's engineering study for Owls Head, Rockland, and Rockport

5) Discussion regarding providers investing to bring fiber to Belfast

6) Discussion regarding surveys of Belfast residents and businesses

7) Discussion regarding funding sources for studies

8) Preparation of a workplan for the committee

9) Determination of regular meeting time for committee

10) Discussion regarding holding public meeting on broadband

11) Discussion regarding putting information regarding existing broadband service on City website

12) Looking for improved way for committee members to communicate

13) Set next meeting date and time

14) Adjourn meeting