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ConnectME Authority Advisory Council Meeting Notes - July 10, 2007

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ConnectME Authority
Advisory Council Meeting
07.10.07

Meeting Notes

Administrative items:

- In Attendance (council members in **Bold**)
Fletcher Kittredge
Keith Berkley
Wayne Jortner
Reggie Palmer
Linda Lord for Gary Nichols
John Markowski broadband@edgecomb.org
Northrop Fowler
Barry Hawthorn
Susan Rockefeller
Barbara Cariddi Reporter from MPBN

- Fletcher started the meeting by reminding everyone of the key things that need to be accomplished in a short time:
 - Develop a new process
 - The goal will be to get something in place as rapidly as possible and go back and refine as necessary for future rounds
 - Develop a “user-friendly” process/application
 - The pre-application letter was approved – a method for distribution is needed
 - We will be working with \$300-350,000 for the first round – it is not much so we need to use it wisely

- After a short discussion it was agreed that the pre-application letter will be posted on the web page, mailed to Maine Municipal Association, mailed to the ISP Association list, the interested persons list, possibly others – Phil and Fletcher will review the lists.
- The fund administrator: The Authority approved the plan to use Solix as the administrator. Solix already has many of the contact addresses/information but the ISP list will also be sent to the fund administrator. Solix expects to begin collecting the CMA assessments in Sep/Oct.

Application:

- Phil Lindley (PL) distributed a draft application for discussion

- Phil explained that most of the language in the application and the list of requirements for the application were contained in the rule and can not be changed.
- As with the application language, much of the evaluation criteria is specified in the rule and must be followed.
- It must be clear to applicants that their application may be seen by the incumbent and members of the Advisory Council.
- It was determined that the disclosure (above) must also be made in the pre-application letter – Phil will draft a sentence and run it by the Authority members so the letter can still be sent out on Monday allowing a 30-day window for applicants.
- There was a follow-up discussion about how to define “area”. It was agreed that a working definition will be “a geographic region wholly located in the State of Maine”. This definition will be discussed with the Authority.
- The Council agreed that a “bidders workshop” should be held for all entities that submit promising pre-applications, in lieu of designing and sending out a long “guidelines” document
- The Authority must soon decide who will review applications – it won’t be easy to find people with technical knowledge that are not potential competitors with the applicants.
- Additional edits were discussed to the application. Phil agreed to edit the draft and send it around again for discussion.
- Evaluation guidelines were discussed. It was determined that applicants must be able to provide a reasonable business plan and possibly a pro-forma.

Items for next Advisory Council meeting July 17

- Evaluation process
- Full Application
- Proposals for evaluation committee
- Unserved/underserved definition