Board of Selectmen Meeting Notice, November 7, 2018

The Board of Selectmen will hold a Meeting on Wednesday, November 7, 2018 at the Chebeague Island Hall at 6:00 PM

I. Call Public Meeting to Order

II. Public Comment for items not on the agenda

III. Regular Business

18-149 Broadband Warrant Article
   • To consider a Draft Warrant Article to appropriate $45,000 from the Undesignated Fund Balance for the Consolidated Communications Pole Licensing Application and the Make Ready Survey work needed for the Chebeague Island Broadband Project and related insurance and bonding costs.
   • To consider proceeding with a Special Town Meeting on Saturday, November 17, 2018.

18-150 Tick-Bourne Disease Ad-Hoc Committee
To consider the Draft Memorandum from the Board of Selectmen to the Tick-Borne Disease Ad-Hoc Committee recommending Mark Dyer as the volunteer Hunt Facilitator.

18-151 Broadband Committee ConnectMe Grant Application
To authorize the Broadband Committee to pursue an unexpected grant opportunity from ConnectMe for a ‘Phase I’ implementation of broadband-to-the-residence along the existing fiber cable along the North Road.

IV. Communications

V. Review and approve prior meeting minutes of October 24, 2018

VI. Other Business

VII. Adjourn Meeting
SPECIAL TOWN MEETING WARRANT

TO: Christine Auffant, a resident of the Town of Chebeague Island, in the County of Cumberland and State of Maine,

GREETING:

In the name of the State of Maine, you are hereby required to notify and warn the voters of the Town of Chebeague Island in the County of Cumberland, State of Maine, qualified by law to vote in town affairs, to meet at the Chebeague Island Community Center, 247 South Road, Chebeague Island, Maine on Saturday, the 17th day of November, 2018 at 9 o'clock in the morning, then and there to act upon the following Articles, numbered 1 through 4:

Article 1: To choose a moderator by written ballot to preside at said meeting.

Article 2: To see if the Town will approve opening the floor of this Town Meeting to all non-registered persons for the purpose of discussion only on each of the following articles of this Warrant.

Explanation: This article must be passed by a 2/3 majority of those present in the hall.

Article 3: To see what sum the Town will vote to appropriate from Undesignated Fund Balance for the Consolidated Communications Pole Licensing Application, the Make Ready Survey work needed for the Chebeague Island Broadband Project and related insurance and bonding costs.

Explanation: This is the estimated cost for the pole licensing process, which is the next necessary step for the Chebeague Island Broadband Project. The total cost to improve our broadband is estimated at $1.4 million. Voting yes on this amount does not approve the funding for the larger project but it does put us on track to consider the larger project at next summer's Annual Town Meeting.

Board of Selectmen recommend: $58,000

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Application Fee</td>
<td>$9,000</td>
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<tr>
<td>Make Ready Survey Work</td>
<td>$16,000</td>
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<tr>
<td>Insurance and Legal Fees</td>
<td>$15,000</td>
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<tr>
<td>Surety Bond/Line of Credit</td>
<td>$18,000</td>
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Article 4: Do you favor authorizing the Board of Selectmen, on behalf of the Town, to establish a line of credit for an amount not to exceed $900,000, which borrowed funds are appropriated for the purpose of a pole licensing application process with Consolidated Communications and to issue therefor the Town's line of credit in anticipation thereof, for a term of not greater than one (1) year at an average annual interest rate not to exceed 2.0% per annum; such line of credit to be issued with such other terms and conditions, including provisions for early redemption or prepayment, as may be approved by the Board of Selectmen; and to further authorize the Board of Selectmen, on behalf of the Town, to take or authorize the taking of any and all other action and to sign or to delegate the authority to sign such other agreements, documents and certificates and to grant such other liens or security interests to secure such financing as may be necessary or convenient to accomplish such borrowing?

TREASURER'S CERTIFICATE

The undersigned Treasurer of the Town of Chebeague Island hereby certifies that:

1. The total amount of general obligation indebtedness of the Town of Chebeague Island currently outstanding is $3,344,705.

2. The total amount of general obligation indebtedness of the Town of Chebeague Island authorized, but not issued, is $0.

3. The total amount of general obligation indebtedness of the Town of Chebeague Island contemplated to be incurred if the question authorizing issuance of such indebtedness is ratified is not in excess of $900,000.

4. The anticipated maximum annual interest rate on the debt is 2.0%. Assuming the issuance of the full $900,000 of debt to be authorized, level annual principal payments over a one (1) year term and an interest rate of 2.0%, the interest cost associated with the borrowing would be $18,000 and would result in a total cost of principal and interest to be paid through maturity of $18,000.

The foregoing represents an estimate of costs associated with the financing and such estimates will change due to market conditions. The validity of the voters' ratification of the line of credit shall not be affected by any errors in the foregoing estimates. The ratification by the voters is nevertheless conclusive and the validity of the line of credit issue is not affected by reason of any variance of actual costs from the estimates provided hereinabove.

Marjorie E. Stratton, Treasurer

Town of Chebeague Island
Memo

To: Chebeague Board of Selectmen
From: Mark Ouellette, Axiom
Date: October 18, 2018
Re: Pole licensing process

Background:

Several months ago the BOS approved a $4000 expenditure to have Axiom undertake a pole licensing application process to help the Council and Axiom better understand the total cost of a fiber optics system being considered to replace the copper DSL system currently in place on the island. Axiom indicated at the time that the $4000 would be used to electronically log every pole location on the island (over 600 poles) and to develop and submit the application to Consolidated Communications.

We estimated that the pole counting and application preparation would be approximately $3000 (25 hours of work). And the application itself would be $875.

Ongoing issues:

The application is not really structured for a municipality and several items were immediately apparent that needed clarification. Consolidated has one pole licensing application specialist who is extremely difficult to contact. Axiom spent almost 3 weeks calling and emailing daily trying to connect with him.

When we did connect, the answers were disappointing.

First, because Axiom was acting on behalf of the town, we needed a letter saying such to be submitted to Consolidated. Once that was sent, we could proceed.

Second, even though Chebeague is a municipality, they were still requiring quite a large amount of insurance from the applicant (they indicated not from Axiom). The amount of insurance required was in Axiom’s opinion above industry norms, but nevertheless was needed- by the town.

Third, the application is extremely antiquated, and because we were asking for the licensing on all of the poles on Chebeague, we believed that we could just tell them that. In fact, they are insisting that we list, on paper, every pole that we would like to license. Because they are insisting on this process, the application will only allow up to 200 poles per license. Meaning (and they are insisting this is correct) that we must submit 4 applications, each with a fee based on a formula provided in the application.

3 Water Street
Machias, ME 04654
www.ConnectWithAxiom.com
Last, they expect the applicant to provide a surety bond or a line of credit according to a formula in the application that requires the town to show, through the application, a $300,000 LOC or bond. We also think this is unnecessary, as you are a municipality.

Our understanding was that on Islesboro, they were given a back of the napkin estimate for pole licensing. When questioned, Consolidated did not answer this question directly, only saying that "there were several municipalities starting to go through the application process." Axiom also let the Consolidated administrator know that we were going through the process to get an idea of the cost for the town, not to actually begin construction. Answer: Must go through full process.

Next Steps:

We sent the BB Committee the next steps that we needed to apply on behalf of the town, and they, as we were, surprised at what Consolidated required a municipality to submit. Axiom reached out to the State of Maine's Public Advocate and has not received a response on their opinion of the process.

In order to give the town a more accurate cost assessment of the project, we believe the actions of the Council were sound, given that of all of the cost items associated with the project, the pole "make ready" costs are the biggest variable. However, considering the total cost associated with the application and make ready, which we were not really prepared for, given the uncertain nature of the project, we are not sure we can recommend moving forward without clear direction from the town.

Attached are the elements and cost associated with the application.
Make Ready Licensing Process/costs

**Step 1:** Because the town is not an authorized CLEC, they must apply to the PUC for status that would allow them to lease pole attachment rights. There is a form that we can give to Board of Selectmen to fill out and submit. No cost.

**Step 2:** Axiom needs a letter from the town authorizing them to act on their behalf.

**Step 3:** Town must provide a Certificate of Insurance in compliance with levels outlined in the application.

- $5,000,000 Commercial General Liability
- $2,000,000 Auto
- $1,000,000 Workers Comp

Costs: Unknown, if you currently do not have this level of coverage

**Step 4:** Town must provide a Surety Bond or Line Of Credit in the amount of $300,000 per application instructions

**Application:**

**Step 5:** Send application to Consolidated, with fees. Application fee is based on a 200 pole formula. Because of the number of poles, over 600, we will need to submit 4 applications. Each application formula is $2756 x 3 for the number of poles, plus a partial

Cost: $8,268 for first 3 full applications and another few hundred dollars more for the partial

**Step 6:** Make Ready Survey- we coordinate with Consolidated and CMP to visit and assess each pole. They indicate they do up to 75 poles a day, meaning Consolidated and CMP will be out there for 7-10 days evaluating the poles. Consolidated charges $20 per pole to evaluate. CMP will not even give us a ballpark until the application is submitted and accepted by CMP. They work on an hourly rate (which they did not tell us) and would not give us a ballpark.

Cost: $20 x 650 poles= $13,000 plus hourly cost of CMP, over several days, more than a week-something like $50/hour x 60 hours= $3000 (this $3000 is an estimate and unknown at this time)

TOTAL: $16,000

**Step 7:** Submit Make Ready form with all of the make ready changes that need to be made and receive back accurate cost and activate to proceed.

Total Costs:

- $9,000 Application fee
- $16,000 Make Ready Survey work
- $25,000 Total needed for application
Marjorie E. Stratton
Town Administrator
Town of Chebeague Island
207-846-3148

From: Kelly, John <John.Kelly@hubinternational.com>
Sent: Wednesday, October 31, 2018 3:17 PM
To: 'townadmin@chebeague.net' <townadmin@chebeague.net>
Cc: 'Corina Steeves' <csteeves@memun.org>; Mitchell, Christine <Christine.C.Mitchell@hubinternational.com>
Subject: Pole Licensing for Fiber Optics Installation

Hello Marjorie;

Corina Steeves at Maine Municipal Association asked me to get in touch with you regarding Chebeague Island’s initial steps toward pole licensing for a fiber optics installation. HUB is the primary insurance broker for Maine Municipal Association and we sometimes get involved with securing certain coverage for individual towns.

I’ve read the memo to the Chebeague Board of Selectmen from Mark Ouellette of Axiom. I understand you are working on the pole licensing application to Consolidated Communications. Consolidated is requiring insurance in the amounts of $5M General Liability, $2M Auto Liability, Workers Compensation and a Surety Bond. I’ve confirmed with Maine Municipal that they will provide the Auto and Workers Compensation for the Town in this situation.

We would handle the $5M liability coverage for you. The premium for the liability policy would be based on the installation contract cost of the fiber optic network, so getting a formal quote from an insurance company at this early stage would probably not be possible. However, we have handled liability coverage for two other fiber optic installations for Maine towns. Each situation is very different of course but, just to provide some very general idea of the cost, I can tell you that, in one case the liability premium was just over $10,000 ($5M limit) and in the other case, the liability premium was about $17,000 ($10M limit). In that first case the premium charged was a minimum premium so that would likely be the lowest cost you might expect. Please note that your premium might: very well be higher, or even much higher depending on your specific project. When the installation contract cost is known, we would submit applications to insurance companies.

Please let me know if you have further questions and keep us informed as to the progress you are making.

Thanks,

John Kelly

HUB

John Kelly
Senior Vice President
HUB International New England, LLC
600 Longwater Drive
Norwell, MA 02061
Office: 781-792-3206
hubinternational.com

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ConnectME Broadband Funding

Last Friday (October 26), the Broadband Committee was informed that the State of Maine ConnectME Authority was opening applications for $150,000 of broadband funding due to a grant recipient withdrawing their application. The deadline for submissions is December 7th.

This dovetails nicely with the Broadband Committee's request to the Town for funding for a Pole Study, a key first step in analyzing the final cost of an island-wide fiber network deployment.

In addition to funding for the Pole Study, the Broadband Committee is seeking authority from the Board of Selectmen to develop and submit a ConnectME grant application for up to $150,000 which would accomplish the following:

1. A North Road Phase I project, immediately deploying fiber to the premises (FTTP) along the existing Axiom fiber on the North Road, from Firehouse Road to the Hook and using the results of the town-funded pole study to deploy fiber on roads intersecting North Road along that route.

2. Construction of a "Telco Shed" to safely house and power the equipment needed for the future deployment of fiber around the Island, in addition to equipment for the North Road Phase I project.

The North Road Phase I project addresses several goals:

1. Better serve the Chebeague Island residents along the planned route.

2. Leverage the use of our existing fiber, which will actually be unused when Axiom switches from microwave from Portland to under-the-bay fiber from Cousins Island.

3. Reduce the cost and save money for our projected build-out completion.

4. Begin generating revenue to the Town from Axiom as a part of a Public-Private Partnership.

5. Begin creation of the infrastructure with a full-service Telco Shed capable of fully supporting future development of Island-wide fiber.

The cost of the Phase I project may be reduced by a significant amount if we can build the Telco Shed on Town land near the Town Office and use the generator located there. A match to the ConnectME grant of some amount (to be determined) will be required, which will come from Chebeague volunteer /Axiom in-kind contributions and Town funds budgeted for this purpose. A vote of the Board of Selectmen will be required to accept or turn down the grant and to disburse any funds.

As a pure infrastructure project directly delivering broadband to households, we believe this is consistent with the State's and Connect ME's growing commitment along with furthering the Town's goal to provide exceptional broadband services to the entire island.

Respectfully submitted,
Chebeague Island Broadband Committee
Memorandum

To: Tick-Borne Disease ad-hoc committee
From: The Board of Selectmen, Chebeague Island
Cc: Marjorie Stratton, Town Administrator
Re: Recommendation for Deer Hunt Facilitator
Date: 11/07/2018

In its recommendation to the Board of Selectmen (the Board) dated 9/20/2018 the Tick-borne Disease ad-hoc committee (the Committee) recommended that the Board create volunteer position titled “Hunt Facilitator” and enumerated several duties for that position. The Committee asked if they could pursue the idea with potential candidates which the Board agreed to. In an email dated 10/25/2018 Mark Dyer indicated that he had been approached and agreed to fill this role.

This memorandum is to create a volunteer position for the 2018 deer hunting season and to inform the committee that we have appointed Mark Dyer to the position.

Volunteer Position: 2018 Deer Hunt Facilitator

Purpose:

1. To represent the Town of Chebeague Island with respect to Deer Hunting on the island, especially as it relates to deer herd population control as a means to lessen the risk of tick-borne disease on the island.

Primary responsibilities:

1. To act as the primary contact point for communications with the Maine Department of Inland Fisheries and Wildlife.
2. To act as the primary contact point for local hunters and to enlist an active local hunter to assist in the monitoring of the 2018 deer hunt. (Mark has indicated Amanda Campbell is willing to fill this role)
3. To inform the Committee and Board as necessary.
4. To assist the Committee in compiling a record to include:
   a. Number of deer tags issued for the season
   b. Gather information to assist the committee in estimating the island deer population.
   c. Any other relevant information the Committee identifies.
5. To assist the Committee in preparing a report at the close of the 2018 season to be submitted to the Board and to include:
   a. Assessment of the 2018 hunt relative to recent years
   b. Estimate of the current deer population on the island
   c. Records gathered for the 2018 deer hunt
   d. Recommendations for further action by the Town