

# **AD-HOC BROADBAND WORKING GROUP**

**of the Town of Chebeague Island  
MAINE**

Adopted by the Board of Selectmen:

Effective:

Attest:

\_\_\_\_\_  
Town Clerk

Seal:

**1. PURPOSE AND AUTHORITY**

The purpose of the Ad-Hoc Broadband Working Group is to evaluate the current and future state of broadband Internet services on Chebeague Island and to advise the Board of Selectmen and the community in these matters. The committee will be formed pursuant to 30-A M.R.S.A. § 3001.

**2. ORGANIZATION AND ADMINISTRATION**

- a. **Membership.** The Committee shall consist of five members who shall serve without compensation and shall be appointed by the municipal officers such that the committee has the following representation:
  - i. One member of the Board of Selectmen or the Town Administrator,
  - ii. At least four members at large.
- b. **Appointment.** The Committee shall be appointed by the Board of Selectmen. Appointments may be terminated without cause by a majority vote of the Board of Selectmen.
- c. **Member Term.** Members shall serve for the duration of the functioning of the Committee, which may be renewed annually by the Board of Selectmen, as appropriate.
- d. **Chairman.** The Committee shall elect a Chairman from among its members. The Chairman shall call meetings as required by this memorandum, or as necessary or when so requested by a majority of members or the municipal officers. The Chairman shall preside at all meetings or appoint a chairman pro tempore with a term of one meeting.
- e. **Secretary.** The Committee shall elect a Secretary. The Secretary shall maintain a record of all proceedings including all correspondence of the Committee and regularly submit the records to the Town Clerk. The secretary need not be a member of the committee.
- f. **Meetings and Notice.** All meetings shall be held in a public place and scheduled through the Town Administrator who shall provide reasonable notice. Attendance at meetings may be by electronic means rather than in person.
- g. **Quorum.** A quorum necessary to conduct business shall consist of at least a majority of members present in person or electronically.
- h. **Support.** The municipal officers and town staff shall cooperate with and provide the Committee with such information as may be reasonably necessary and available to enable it to carry out its duties. The town staff shall also provide assistance updating electronic records as necessary.
- i. **Public nature.** All meetings and records shall be subject to the Maine Freedom of Access Act, 1-M.R.S.A. Sections 401-410.

### **3. TASKS LIST**

- a. The primary task of the committee is to advise the direction that the community should be taking in ensuring Internet service adequate to the future needs of Chebeague Island.
- b. The recommendation should address the following topics as a minimum:
  - a. Evaluation of the current broadband Internet services available on Chebeague Island
  - b. Determination of future broadband Internet service needs on the Island.
  - c. Recommendations to the Board of Selectmen such as:
    - i. Role the Town should play in the delivery of broadband Internet services, if any
    - ii. The nature and ownership of necessary infrastructure
    - iii. The role of any possible public/private partnerships
    - iv. Any other pertinent recommendations
- b. In carrying out the work of the committee,
  - i. Seek planning grant money as it may become available from the ConnectME Authority and/or the Federal government
  - ii. Hold public meetings as deemed necessary to solicit input from the community
  - iii. Work with the incumbent Internet Service Providers (FairPoint and Axiom Technologies) as necessary
  - iv. Involve the Island Institute, the ConnectME Authority, and any other public or private resources that may be of assistance
  - v. As appropriate, consider other islands' approach to broadband service.

### **4. AUTHORITY OF THE COMMITTEE**

- a. The Committee's authority shall be advisory only.

### **5. AMENDMENTS**

This directive may be amended by the municipal officers at any properly noticed meeting.

### **6. SEVERABILITY**

In the event any portion of this directive is declared invalid by a court of competent jurisdiction, the remaining portions shall continue in full force and effect.