

TOWN OF LIBERTY GROVE PUBLIC MEETING

Technology Committee

Date: Thursday, May 13, 2021

Time: 4:00 pm

Place: Liberty Grove Town Hall, 11161 Old Stage Road *via Zoom*

Agenda:

1. Call to order
2. Roll call
3. Approve agenda
4. Approve minutes: 4/8/2021
5. Public input
6. Discussion and possible action: Town Hall IT Business Continuity Project status
7. Discussion and possible action: Technology Committee Mission Statement
8. Review of Technology Committee possible five-year projects list
 - a. Prioritize projects for 2022 and possible 2023
9. Report on DCEDC Broadband Engineering study award
10. Discussion and possible action: Future direction for Liberty Grove broadband expansion
 - a. Review 2021 PSC Grant awards
 - b. Review/Discuss American Recovery Act funding to Liberty Grove and Door County for projects including broadband
 - c. Fiber versus fixed wireless projects
 - i. Short-term and long-term
 - ii. 2022 PSC Grant Application
 - iii. Creating of broadband cooperative
11. Schedule next meeting
12. Adjourn

Anastasia Bell, Clerk/Treasurer

Members of the Town Board or any other Town committee, who are not members of the body whose meeting agenda is published in this notice, are entitled, as any other citizen of the Town of Liberty Grove, to attend this meeting in an unofficial capacity. It is possible the attendance of one or more non-members may create a quorum of the membership of another body. Such a quorum is unintended, and the non-members are not meeting for the purpose of exercising the powers or duties attendant upon their membership on any Town committee or board.

Town of Liberty Grove is inviting you to a scheduled Zoom meeting (teleconferencing). Join Zoom Meeting:

<https://us02web.zoom.us/j/82100191450?pwd=eW1PcDVGeTNOcUJrczZsRnVPSS9qQT09>

Meeting ID: 821 0019 1450

Passcode: 837644

If the link doesn't work, go to <https://zoom.us/>, click the "Join a meeting" button and enter the meeting ID and Password when prompted.

To find your local number visit <https://zoom.us/join>. To join the meeting by telephone dial one of the numbers below based on your location.

(312) 626-6799 US (Chicago)

(646) 558-8656 US (New York)

(253) 215-8782 US (Tacoma)

(301) 715-8592 US (Germantown)

(346) 248-7799 US (Houston)

(669) 900-9128 US (San Jose)

Town of Liberty Grove
Minutes of the Technology Committee meeting on April 8, 2021
(This meeting was posted correctly)

Agenda:

1. Call to order
2. Roll call
3. Approve agenda
4. Approve minutes: 2/11/2021
5. Public input
6. Discussion and possible action: Town Hall IT Business Continuity Project status
7. Discussion and possible action: review of Technology Committee Mission Statement
8. DCEDC Broadband Infrastructure study and responses
9. Discussion and possible action: Future direction for Liberty Grove broadband expansion
 - a. 2021 PSC Grant awards
 - b. Fiber versus fixed wireless projects
 - i. American Recovery Act monies to Liberty Grove and Door County
 - ii. DCB tower project cost sharing proposal in lieu of PSC grant project
 - iii. Washington Island Electric Co-op FTTP project
10. Review of Technology Committee possible five year projects list
11. Schedule next meeting
12. Adjourn

Chair David Studebaker called the meeting to order at 4:03pm. Committee members Dan Watts, Cathy Ward, and Les were present along with Administrator Walter Kalms, and Clerk/Treasurer Anastasia Bell, via teleconference (Zoom). Committee member Peter Brooks were excused.

Studebaker moved, Ward second to approve the agenda as posted. Passed 4-0.

Ward moved, Watts second to approve the 2/11/2021 minutes as presented. Passed 4-0.

Public Input – None. Committee member John Dwonch connected to the meeting.

IT Business Continuity Project – Keeper reported that the goal is to create a plan and protect the current data. He has spoken to Quantum, NWTC may have interns available, and DCEDC recommended contacting the Towns Association. The first step will be to assess equipment, software, and who has control of these items. Ransomware is the largest threat. A site visit/analysis will be scheduled.

Mission Statement – The current mission statement was reviewed, and changes were made. **Studebaker moved, Dwonch second** to disperse the current version for the committee members to review and discuss at the next meeting. Passed 5-0

DCEDC Broadband Infrastructure Study – Studebaker reported that the purpose of this study is to have information available for future grant applications. DCEDC only received 3 responses due to the workload of current companies. Watts noted that projects are often wasted because the technology changes faster than the funds for the project can be obtained. Ward noted that the Town Board has approved \$2 per capita for this from the Arp funds after they have been received.

Future Town broadband expansion – Studebaker reported on the following items:

2021 PSC Grant –Town’s application was not successful.

Fiber versus fixed wireless – The vast majority of the awarded 2021 grants were for fiber projects and not fixed wireless projects. Fixed wireless and satellite seem to be the short-term options while fiber is the long-term option but it is likely to be 5-10 years away.

American Recovery Act – funds will be available for municipalities and can be used on broadband expansion.

DCB tower project cost sharing proposal – A smaller project may be possible with a \$75,000 commitment from DCB and the Town.

Washington Island Electric Co-op FTTP project – Studebaker reported that the Island Co-op has started their project and they hope to have the whole Island served by fiber in 5 years. They may be willing to assist in starting a fiber co-op in Liberty Grove. DCEDC has recognized that government and co-ops are among the viable funding options for a County-wide internet solution.

5-year projects – This item was not discussed.

The next Technology Committee meeting will be Thursday, May 13, 2021 at 4:00pm

Ward moved, Keeper to adjourn at 6:04pm. Passed 5-0.

Respectfully Submitted,
Anastasia Bell, Clerk/Treasurer

Liberty Grove Visit on 2021-04-27

Executive Summary:

Liberty Grove utilizes a small 5 node peer to peer network, with the senior leader's computer serving shared files to the remaining computers. One computer is in a "Frozen State" and utilized for public internet access. Backups of the primary computer are made to an onsite USB drive and then to a cloud location. Systems appears to be sized appropriately for the work completed. All IT support is contracted out to an independent contractor, Rick Bocek, who has successfully served Liberty Grove for several years. There has been discussion on scanning and storing historical documents, which might increase the need for cloud-based storage.

Positives:

- Little to no Personally Identifiable Information (PII) is stored locally beyond backup copies of QuickBooks payroll data which is stored locally.
- Multifactor Authentication is in place where available.
- Rick is a trusted resource and provides reliable, budget conscience solutions.
- The systems are sized appropriately for the work being done.
- The "wish list" for technology needs was quite small.
- Information Security has been discussed amongst the Liberty Grove Administration

Potential Recommendations:

- Documentation for the systems, configurations, passwords, and recovery plans should presented and reviewed on at least an annual basis.
- Provide some level of training for staff on the importance of protecting data.
Example: <https://blog.usecure.io/12-security-awareness-topics-you-need-to-know-in-2020>
- With mail storage at capacity, we recommend purchasing a subscription for G-Mail extended storage or consider migrating to a Microsoft Office 365 Government subscription with Exchange and One Drive <https://www.microsoft.com/en-us/microsoft-365/government#office-ContentAreaHeadingTemplate-57hz5qu>.
- Consider moving QuickBooks to the cloud version.
- Create an annual budget amount to replace one computer every year, creating a 5-year rotation and provide funding for software subscriptions.

The mission of the Technology Committee of the Town of Liberty Grove, Wisconsin is to provide information, advice and recommendations to the Town Board regarding policies, procedures, technologies and products including hardware, software, services and infrastructure. The goals are to support functions of Town government, enhance and maintain a broad economic base within our community, and establish excellent economic and high quality of life environments for year-round and seasonal residents, businesses, workforce and visitors.

Technology Committee – possible project areas for future attention – 5 year plan

From Technology Committee meetings in 2020 & 2021

1. Broadband expansion
 - a. Fixed wireless or fiber or combination?
 - b. Use of copper phone line for home connections?
 - c. Pursue PSC 2022 grant or other state/federal funds; note PSC FTTP preference
 - d. Budget more grant match funds?
2. More public access wi-fi locations
3. More public EV charging stations
 - a. One at Town Hall; one at the North Fire Station
 - b. Generators for back-up power at charging station locations
4. (2022?) Upgrade/replacement of Town Hall phone system – include conference phone or use internet/VOIP?
5. Town Hall security cameras
6. Town vehicle dash cams
7. (2022) Install individual monitors at Board Dias seats at front of meeting hall (Bluetooth?)
8. *Adopted as 2021 project:* Review and recommendations for Town computes systems cyber security & safety against hacking, phishing, etc.
9. Build working relationships re technology with NWTC, DC Library system, local technology vendors. Seek project suggestions from these.
10. Help local business identify technologies that will help their businesses
11. Solar panels for water pressure tank in Gills Rock Mariners Park
12. Gather data on residents eligible for new Recovery Act Broadband cost supplement support
13. Develop projections on how Liberty Grove economy, property values and taxes would benefit from a 100% coverage high-speed broadband build out. (do in cooperation with LG Economic Development Committee?).
14. Create documentation about how quality of life would benefit from a 100% coverage high-speed, affordable broadband build out.
15. Identify where in Liberty Grove there is broadband access at FCC defined high speed (25 down / 3 up) and where the access is either none or below 4/1.
16. Consider how technology which could be supported in some way by the Town can be used to improve quality of life and economic life better in Liberty Grove

CONTRACT AWARDED FOR THE DOOR COUNTY BROADBAND INFRASTRUCTURE ENGINEERING ASSESSMENT:

DCEDC issued a Request for Proposals in late January to qualified Broadband consultants in the United States to perform a comprehensive assessment of the Broadband infrastructure in Door County. These proposals were reviewed by a technical panel as well as a selection committee. After review of proposals and due diligence, the DCEDC Board of Directors awarded the contract to Finley Engineering Company, Inc. of Altoona, Wisconsin, in collaboration with CCG Consulting.

Finley Engineering Company, Inc. (Finley), offers services throughout the U.S., in the fields of broadband/telecommunications, electric power, and related industries. We serve a large variety of clients including all sizes of broadband/telecom organizations and electric power organizations, telecom and electric cooperatives and utility districts, states, counties, townships, cities, wireless internet service providers (WISPs), and other public and private companies of all sizes. More information on Finley may be found at <https://finleyusa.com/>

0 Seq #	counties	communities	applicant	grant amount	businesses served	residences served	Service Type
1	Vilas	Town of St. Germain	ChoiceTel LLC	\$ 598,925.00	185	2000	FTTP
2	Door	Washington Island	Nsight Telservices	\$ 297,603.00	73	143	FTTP
3	Juneau	Town of Lyndon	LightSpeed	\$ 40,000.00	2	27	FTTP
4	Marathon	Towns of Reid, Town of Ringle	Wittenberg Wireless LLC	\$ 172,872.00	3	85	FTTP
5	Florence	null	Bug Tussel Wireless	\$ 227,248.00	71	3377	Fwireless
6	Jackson, Wood	null	Bug Tussel Wireless	\$ 499,233.00	1293	23654	Fwireless
7	Polk, St. Croix	Town of Alden, Town of Star Prairie	Northwest Communications	\$ 168,000.00	6	470	FTTP
8	Iron	null	Bug Tussel Wireless	\$ 511,627.00	175	6131	Fwireless
9	Wood	null	Bug Tussel Wireless	\$ 492,988.00	1742	34884	Fwireless
10	Polk	Town of Clam Falls	Starwire Technologies	\$ 282,294.00	8	94	FTTP
11	Walworth	Towns of Richmond and Whitewater	Edge Broadband	\$ 537,093.00	52	1015	FTTP
12	Vernon	Towns of Freeman, Franklin, Jefferson and Viroqua	Vernon Communications Cooperative	\$ 395,415.00	17	127	FTTP
13	Crawford	Village of Ferryville	Vernon Communications Cooperative	\$ 172,900.00	8	130	FTTP
14	St. Croix	Towns of Blackbrook and Clear Lake	Clear Lake Telephone Company	\$ 400,000.00	17	405	FTTP
15	Eau Claire	Town of Brunswick	24-7 Telcom	\$ 105,725.00	3	31	FTTP
16	Pierce	Towns of Hartland and Trenton	Bevcomm	\$ 307,686.00	13	155	FTTP
17	Waushara	Towns of Dakota and Wautoma	Marquette-Adams Telephone	\$ 162,543.00	11	109	FTTP
18	Dunn, Barron	Towns of Sand Creek, Otter Creek, Grant and Sioux Creek	Chibardun Telephone Cooperative, Inc.	\$ 960,218.00	23	615	FTTP
19	Richland	Towns of Dayton, Marshall, Richland and Rockbridge	Tech Com, Inc.	\$ 342,000.00	5	150	FTTP
20	Washburn, Sawyer	Town of Cedar Lake, Village of Birchwood, Town of Edgewater	CTC Telcom dba Mosaic Technologies	\$ 1,263,791.00	78	1133	FTTP
21	Trempealeau	Town of Arcadia	Tri-County Communications Cooperative, Inc.	\$ 151,100.00	1	49	FTTP
22	Sauk	Towns of Delton and Fairchild	LightSpeed	\$ 355,000.00	9	299	FTTP
23	Polk	Towns of Clam Falls and West Sweden	Starwire Technologies	\$ 297,950.00	9	79	FTTP
24	Barron, Dunn	Towns of Prairie Farm, Vance Creek, New Haven and Sheridan	Chibardun Telephone Cooperative, Inc.	\$ 946,819.00	27	788	FTTP
25	Rusk	Towns of Rusk, Big Bend and Stubbs	Bevcomm	\$ 461,929.00	7	146	FTTP
26	Richland	Towns of Dayton and Marshall	Richland Grant Telephone Cooperative, Inc.	\$ 500,000.00	6	139	FTTP
27	Chippewa	Towns of Anson, Goetz, Arthur, Colburn, Birch Creek	Ntera, LLC	\$ 242,138.00	10	90	FTTP
28	Dane, Columbia	Towns of Bristol, Hampden	UpNetWi, LLC	\$ 182,656.00	11	210	FTTP
29	Pierce	Town of River Falls	Pierce Pepin Cooperative Services	\$ 473,273.00	12	229	FTTP
30	Winnebago	Towns of Omro, Poygan, Wahau	US Internet	\$ 1,526,618.00	45	515	FTTP
31	Richland	Town of Buena Vista	LightSpeed	\$ 327,000.00	10	123	FTTP
32	Kewaunee	null	Hilbert Communications, LLC	\$ 1,402,537.00	1752	20434	Backbone
33	Sauk	Town of Spring Green	LightSpeed	\$ 334,300.00	10	166	FTTP
34	Polk	Town of Lorain	Starwire Technologies	\$ 315,202.00	14	92	FTTP
35	Price, Sawyer	null	Price County Telephone Company	\$ 1,590,410.00	70	1446	FTTP
36	Eau Claire	Town of Drammen	24-7 Telcom	\$ 709,700.00	6	110	FTTP
37	Vilas	Town of Boulder Junction	CenturyLink	\$ 2,225,032.00	19	585	FTTP
38	Eau Claire	Town of Drammen	Tri-County Communications	\$ 739,400.00	6	156	FTTP
39	Pierce	Towns of Oak Grove, Trenton and Trimble	Pierce Pepin Cooperative Services	\$ 316,189.00	18	294	FTTP
40	Taylor	Town of Aurora	Ntera, LLC	\$ 320,966.00	14	200	FTTP
41	Richland	Towns of Dayton and Eagle	Richland Grant Telephone Cooperative, Inc.	\$ 690,000.00	5	220	FTTP
42	Dunn	Town of Menomonie	24-7 Telcom	\$ 335,160.00	4	66	FTTP
43	Rusk, Chippewa	Towns of Marshall, Lake Holcombe and Etella	Tech Com, Inc.	\$ 194,469.00	7	71	FTTP
44	Dunn	Towns of Colfax and Elk Mound	Bloomer Telephone Company	\$ 947,548.00	5	470	FTTP
45	Walworth	Town of Lyons	Spectrum	\$ 142,500.00	0	41	Cable
46	Burnett	Town of Jackson	Siren Telephone Company	\$ 320,061.00	0	249	FTTP
47	Dunn	Town of Red Cedar	24-7 Telcom	\$ 467,250.00	6	140	FTTP
48	Dunn	Town of Menomonie	24-7 Telcom	\$ 320,300.00	6	85	FTTP
49	Fond du Lac	null	Bug Tussel Wireless	\$ 213,472.00	97	1913	Fwireless
50	Douglas	Towns of Gordon and Solon Springs	Astrea	\$ 326,858.00	8	244	FTTP
51	Dane	Towns of Brisol, Cottage Grove	UpNetWi, LLC	\$ 86,609.00	5	81	FTTP
52	Pierce	Towns of Trimble and Ellsworth	Midcontinent Communications	\$ 83,169.00	5	49	Cable
53	Columbia	Town of Newport	Marquette-Adams Telephone	\$ 94,064.00	5	43	FTTP
54	Bayfield	Towns of Barksdale, Bayview and Washburn	Bayfield Wireless	\$ 472,539.00	80	1003	Fwireless
55	Marquette	Village of Westfield, Towns of Harris and Westfield	Marquette-Adams Telephone Cooperative, Inc.	\$ 164,242.00	24	59	FTTP
56	Burnett	Towns of Jackson and Scott	Siren Telephone Company	\$ 278,406.00	47	185	FTTP
57	Oconto	Town of Mountain	Astrea	\$ 66,897.00	1	78	FTTP
58	Ashland	Bad River Reservation	Superior Connections	\$ 1,871,814.00	13	330	FTTP
59							
60		Totals (less Kewaunee backbone)					
61		58 Awards in total (less Kewaunee backbone)	Average per award	\$ 27,029,201.00	4,407	85,778	
62		FTTP Award totals		\$ 474,196.51	77.3	1,504.9	
63		FTTP Award averages		\$ 24,386,425.00	944	14,726	
64		FTTP Award average \$ per Premises		\$ 497,682.14	19.3	300.5	
				\$ 1,556.25			

American Rescue Plan Act terms

a. From the US Department of the Treasury:

The American Rescue Plan Act provides \$350 billion in emergency funding for state, local, territorial, and Tribal governments to respond to the COVID-19 public health emergency, or its negative economic impacts, including by providing assistance to households, small businesses, and nonprofits, or aid to impacted industries, such as tourism, travel, and hospitality; respond to workers performing essential work during the COVID-19 pandemic by providing premium pay to eligible workers of the State, territorial or Tribal government performing essential work or by providing grants to eligible employers that have eligible worker; provide government services, to the extent COVID-19 caused a reduction of revenues collected in the most recent full fiscal year of the State, territorial, or Tribal government; or make necessary investments in water, sewer or broadband infrastructure.

b. From the National Law Review:

Of most interest for our purposes is subsection (D), which states that the Fiscal Recovery Funds may be used “to make necessary investments in water, sewer, or broadband infrastructure.” The Act does not elaborate further.

c. From the State of Wisconsin Department of Revenue

Reminders for Use of American Rescue Plan Act – Local Fiscal Recovery Funds May 5, 2021

To: Municipal and County Clerks, Treasurers and Heads of Government

As local governments plan to receive American Rescue Plan Act – Local Fiscal Recovery Funds (LFRF), the Wisconsin Department of Revenue (DOR) would like to provide the following guidance. Local governments are expected to receive LFRF during 2021 and 2022 and will have until December 31, 2024 to spend the funds.

Allowable Uses

Local governments can use LFRF to cover the following costs incurred prior to December 31, 2024:

- Respond to the coronavirus (COVID-19) pandemic or its negative economic impacts – including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality
- Replace revenues lost as a result of the public health emergency caused by the COVID-19 pandemic, for the purposes of providing government services – relative to revenues collected in the most recent full fiscal year prior to the emergency
- Make necessary investments in water, sewer, or broadband infrastructure
- Provide premium pay of up to \$13 per hour per worker in addition to a worker's usual wage or remuneration (up to \$25,000 in total for any single worker) for workers employed by the local government who perform essential work during the COVID-19 pandemic, or to provide grants to eligible employers that have eligible workers who perform essential work. The term "eligible workers" is defined as those workers needed to maintain continuity of operations of essential critical infrastructure sectors, as well as additional sectors designated by the chief executive officer of a local government as critical to protect the health and well-being of residents of the local government.
- Transfer funds to private nonprofit organizations or public benefit corporations involved in the transportation of passengers or cargo, or special-purpose units of state or local governments
- Transfer funds to the state where the local government is located

d. Est. amount allocated to Liberty Grove - \$173,680. Est. amount allocated to Door County \$5,366,038.