

TOWN OF LIBERTY GROVE PUBLIC MEETING

Technology Committee

Date: Thursday, June 10, 2021

Time: 4:30 pm

Place: Liberty Grove Town Hall, 11161 Old Stage Road

Agenda:

1. Call to order
2. Roll call
3. Approve agenda
4. Approve minutes: 5/13/2021
5. Public input
6. Discussion and possible action: Town Hall IT Business Continuity Project status
 - a. Report from Committee Member Keepper
 - b. National focus of ransomware attacks-are we safe enough?
7. Report on DCEDC Broadband Engineering Study
8. Discussion and possible action: Future Liberty Grove broadband expansion
 - a. \$100 million in new PSC grant funds for 2022 grants
 - b. American Rescue Plan Act (ARPA) funding allocation
 - c. Fiber versus fixed wireless projects
 - i. Report on DCB discussions regarding new wireless technology
 - ii. Short-term and long-term options
9. UW-grad Student Projects in Support of Town and DCB efforts
 - a. Co-op creation Cookbook
 - b. Quantitative benefits of broadband – for public education
10. Discussion and possible action: Technology Committee Budget
 - a. 5-year project list
 - b. 2022 budget request
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
Minutes of the Technology Committee meeting on May 13, 2021
(This meeting was posted correctly)

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

Chair David Studebaker called the meeting to order at 4:04pm. Committee members Dan Watts, Les Keepper, and Cathy were present along with Clerk/Treasurer Anastasia Bell via teleconference (Zoom). Committee member Peter Brooks was excused.

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

Keepper moved, Ward second to approve the 4/18/2021 minutes as presented. Passed 4-0.

Public Input – Ward reported that the office spaces in the area are booked throughout the summer.

IT Business Continuity Project – Keepper reported on the findings of the meeting with NWTC. The current needs are to create a list of items/procedures in place, possible testing of the backup system, and to establish a computer replacement cycle. Archiving historical records may be considered in the future. Administrator Walter Kalms and Committee Member John Dwonch connected to the meeting during this report.

Mission Statement – **Dwonch moved, Keepper second** to approve the Technology mission statement as rewritten. Passed 5-0. The mission statement is attached to these minutes.

5-year Project List – The current list was reviewed, and the following items were noted:

- #11 is not a concern for the moment.
- #5 will be a greater concern if/when a green site is established.

- Studebaker requested Committee bring additional items for the next meeting.
- Ward will follow-up on the car charger at the Women's Club.
- Studebaker will separate the list into "activities" versus "budget".

DCEDC Broadband Infrastructure Study – Studebaker reported that Finley Engineering was selected. They are currently obtaining an inventory of all utility poles throughout the County. The deadline for project completion is October.

- 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

2021 PSC Grant Awards – Studebaker reported that 49 of 57 awards were fiber projects. Information indicates that the PSC is not likely to award fixed wireless projects for the foreseeable future.

Fiber versus fixed wireless – Studebaker indicated that the State is reviewing the definition of broadband and the amount available for 2022 grants will not be known until the State budget is done. The Committee will need to decide on submitting a 2022 application by August. DCB has tower sites available and has indicated they would consider a 50/50 cost share agreement with the Town. The County is switching their focus to fiber and the ARPA funds may be enough to supply the Town Hall with fiber as a demonstration project. This would show that it is possible and assist in getting an accurate price estimate. Watts noted that options for the next 1-2 years will be key since fiber is not likely to be an option for several years due to the current estimated cost of at least 10-12 million.

The next Technology Committee meeting will be Thursday, June 10, 2021 at 4:30pm

Ward moved, Watts to adjourn at 6:07pm. Passed 5-0.

Respectfully Submitted,
Anastasia Bell, Clerk/Treasurer

The mission of the Liberty Grove Technology Committee is to recommend to the Town Board feasible solutions that address technology-related needs identified by the Town and/or Community and determined to benefit the governing unit, businesses, and the community of the Town of Liberty Grove.

Hi Dave,

Attached is the first draft of an action plan for the IT Continuity program. It is in outline form so we can use prioritize then figure out how to accomplish. But first I think the committee needs to look at and see if there is anything missing. I am sending this to you because (I believe I said this before) Julia and I are leaving for a three-week westward trip. If you could present this to the committee at the upcoming meeting that would be great. Feel free to call over the weekend, will have time to talk while driving to the Badlands.

Hope all is well.

Les

Draft of Action Plan

Based on recommendations from Daniel Mincheff and Karl Reischl of Northwest Wisconsin Technical College

1. IT Inventory
 - a. Create (compile) hardware inventory
To include computers (laptops, desktops), storage devices, copiers, scanners, etc.
 - b. Create (compile) Liberty Grove sanctioned software inventory
 - c. Access and update mail storage capacity
2. Taskforce to access and implement QuickBook strategy
It is recommended to move QuickBooks to the cloud.
3. Task force to implement Archiving Plan
 - a. Assessment of what needs to be archived
 - b. Assessment of tools to archive
 - c. Create a budget
 - d. Assess resources (staffing)
4. Develop Documentation for (framework for IT Plan):
 - a. Systems and configurations,
 - b. Control of passwords,
 - c. Recovery plans,
 - d. Training Records,
 - e. Equipment update plan.
5. Create Training program for Data Protection awareness
6. Annual Review
 - a. Review of plan
 - b. Validation of IT inventory
 - c. Confirm proper controls (passwords)
 - d. Test of backup systems
 - e. Review IT budget



Public Service Commission of Wisconsin

Rebecca Cameron Valcq, Chairperson
Ellen Nowak, Commissioner
Tyler Huebner, Commissioner

4822 Madison Yards Way
P.O. Box 7854
Madison, WI 53707-7854

June 1, 2021

To: Persons Interested in American Rescue Plan Act (ARPA) Broadband Access Grants

Re: Announcement of the American Rescue Plan Act
Broadband Access Grants

5-BF-2022

The Public Service Commission is pleased to announce that it is now accepting applications for broadband access grants authorized by the American Rescue Plan Act of 2021, PL 117-2 (March 11, 2021), amending Title VI of the Social Security Act (42 U.S.C. §§ 801 et seq.) ("ARPA"). This legislation allocated funds to aid the state in its response to the COVID-19 emergency. Governor Tony Evers has determined to make \$100 million of this funding available for improvements in broadband infrastructure pursuant to 42 U.S.C. § 802(c)(1)(D).

The instructions and guidance issued by the U.S. Department of Treasury to implement the ARPA may be found in the Interim Final Rule, Department of Treasury, "Coronavirus State and Local Fiscal Recovery Funds," 86 Fed. Reg. 26786 (May 17, 2021) ("Interim Rule")¹. The Interim Rule creates a different process for evaluating grant applications from that used in the past for the state Broadband Expansion Grant program. The main differences are highlighted below.

1. Schedule of Events

DATE	EVENT
July 13, 2021, 4PM CT	Last day for submitting questions and requests for clarification
July 26, 2021, 4PM CT	Last day to request uploading assistance
July 27, 2021, 4PM CT	Applications due from applicants (deadline for uploading to ERF). Applications are public.
August 20, 2021, 4PM CT	Last day for submitting an objection to a grant application
August 27, 2021, 4PM CT	Last day for submitting a response to an objection

¹ Available at <https://www.federalregister.gov/index/2021/treasury-department>.

2. Evaluation for Eligibility

The Interim Rule creates two required elements. Each application must satisfy these to be eligible.

- a. The project area proposed by the application must consist of unserved and underserved households or businesses. The Interim Rule defines unserved and underserved households or businesses as one or more households and businesses that are not currently served by a wireline connection that reliably delivers at least 25 Mbps download speed and 3 Mbps of upload speed. Interim Rule, C.F.R. § 35.6(e)(2), 86 Fed. Reg. 26786, 26823.
- b. The application must provide that, upon completion, the proposed service will reliably meet or exceed a symmetrical speed of 100 Mbps download and upload. In cases where the symmetrical 100/100 Mbps service is not practicable, the application may propose a service designed to reliably meet or exceed a 100 Mbps download speed and between 20 Mbps and 100 Mbps upload speed, but the proposed service must be scalable to a minimum of 100 download speed and 100Mbps upload speed. Interim Rule, C.F.R. § 35.6(e)(2), 86 Fed. Reg. 26786, 26823.

3. Evaluation and criteria for Merit

The Interim Rule also identifies several priority items. Following the evaluation for eligibility for funding, applications will also be reviewed by the evaluation committee and ranked based on the Interim Rule priority items along with priority items used previously by the Commission.

- Match: An application will receive credit based on the percentage of matching funds the applicant proposes to invest in its project and the variety of sources of matching funding provided by others.
- Project technology choice: An application proposing to invest in fiber optic infrastructure will receive credit. Interim Rule, 86 Fed. Reg. 26786, 26805.
- Last-mile connection: An application proposing to invest in a physical broadband network that provides last-mile connections will receive credit. Interim Rule, 86 Fed. Reg. 26786, 26806.
- Applicant Type or Partnership: An application proposing to build a broadband network owned, operated by, or affiliated with local governments, non-profits, and co-operatives will receive credit. Interim Rule, 86 Fed. Reg. 26786, 26806.

- Service affordability: An application that integrates one or more affordability options will receive credit. Interim Rule, 86 Fed. Reg. 26786, 26806.
- No existing agreement to build a broadband service: An application that demonstrates that there are no existing agreements or plans to build reliable wireline service with minimum speeds of 100 Mbps download and 20 Mbps upload within the project area by December 31, 2024, will receive credit. Interim Rule, 86 Fed. Reg. at 26806.
- Existing broadband service need: An application proposing to serve locations with the least access or slowest speed and the highest need will receive credit.
- Internet access or digital literacy assistance: An application proposing to provide internet access or digital literacy support to households facing negative economic impacts due to COVID-19 will receive credit. Interim Rule, 86 Fed. Reg. 26786, 26806.
- Applicant capacity and performance: An application that demonstrates the financial, technical, and operational capacity and experience to successfully and completely execute the project in the timeframe will receive credit.
- Technology Network and Budget: An application that demonstrates a well planned project with a reasonable budget that shows it will deliver speeds and service proposed and be sufficiently robust to meet increasing demand for bandwidth will receive credit.

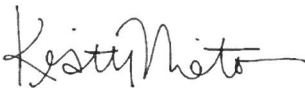
4. Application and Objection Process

- a. A spreadsheet entitled Budget and Income Summary Form is available on the Commission website for use by applicants. Use of the appropriate form is a requirement. Applicants must complete and upload this spreadsheet to ERF in Excel format along with the Grant Application.
- b. Applications must be no more than 30 pages in length and adhere to the application instructions. Further, attachments to the application are welcome and not limited, but only the first 10 pages of comments of support will be used by the scoring panel to determine the merit list. Applicants are encouraged to curate these comments of support and order them so that the first ten pages are the comments that best support the application and address how the application satisfies the priority elements.

- c. The Commission will provide a period during which interested persons may review the grant applications that have been submitted and file written comments objecting to an application under review. Objections to a grant application must be filed under docket 5-BF-2022 using the ERF system. Objections are due by **4:00pm (16:00) Central Time on August 20, 2021**. An objection must identify and discuss an error of fact, or policy or statutory requirement that the application has contravened

Questions or concerns about the grant application process, program administration, content of the application, or the meaning of any provision of the application instructions should be submitted by e-mail message to PSCStateBroadbandoffice@wisconsin.gov, as provided in the Application Instructions at Section 1.5. If the Commission finds that the Instructions are unclear or in error, it will provide a clarification to the mailing list for this docket and update the materials on the website.

Sincerely,



Kristy Nieto
Division Administrator
Division of Digital Access, Consumer and Environmental Affairs

KN:AK:DK;kle DL:01807563

5-BF-2022 Application Instructions for the ARPA grant cycle

What, if anything, should/can the Town do regarding accessing and using the various monies that are available for broadband expansion?

The Town was allocated ARPA funds approximating \$170,000. As I understand it, there are three unquestioned uses for that money. New projects for sewer or water systems or broadband expansion. All other uses will require big-time applications and justifications. Given the wide variety of benefits that can accrue from having 21st century broadband service including economic development, quality of life, telemedicine, education, work from home, etc., I don't think we could use those funds for anything more important to our Town in the long range than high quality, high speed broadband expansion.

Last week, Gov. Evers allocated \$100 million of the state's ARPA money to a 2022 PSC grant program. I've talked to Nate Bell about this and have the following info that Nate believes will be the standards for this round of PSC grants.

- 1) The minimum technical specification for grant service will be 100 Mbps Down / 100 Mbps Up service. For the most part in the past this has meant a fiber optic installation. Nate has identified a wireless product that he believes will meet this standard. It could be tower mounted at a lot less cost, design time and construction time than a fiber installation. It could also be used to provide high speed last mile to the home service for the period of years it will take before it is possible to have a full fiber buildout. High speed in this case means starting at 100/100 and ramping up over time to close to the fabled gigabit speed.
- 2) DCB is willing to continue to work with us on matching funds for grants. The \$ amount is as yet uncommitted.
- 3) It would be very helpful and appropriate to access a significant amount of the Town's ARPA funds to increase the size of the project that we could apply for by increasing our matching funds.
- 4) The new PSC grant applications will be accepted now or very soon and must be submitted by July 27. That's fast, fast, fast. So we have to decide now if we are going to try.
- 5) Nate believes the PSC is going to reduce the percentage of matching funds they are looking for from the previous 50%. That makes the grant multiplier effect greater, maybe much greater. This is still speculative.
- 6) Nate and I discussed the possibility of a project which could provide high speed broadband service to much of the Gills Rock area. The PSC funds will have a two or three year "get the work done" time horizon. A project in Gills Rock is feasible in that time frame.

I have communicated that believe broadband has become as important to the well-being of our community as even our roads. Modern life will not go on without both of these.

I requested the Town commit at least half the ARPA money to broadband. John Lowry responded that he will ask the Board to commit a significant amount of the ARPA money to broadband.

I suggest that in addition to the \$75,000 that is in the 2021 Tech Capital Budget, we commit another \$75,000 in Town capital funds for 2022 and plan an equal amount (\$75,000) from the ARPA funds for a total grant application matching funds from Liberty Grove of \$225,000. Any matching funds from DCB and other entities would be in addition to this.

You have a copy of the latest PSC ARPA Broadband Grant Announcement cover letter. If, over a period of two years, DCB would also provide two \$75,000 sets of matching funds, that would give us \$375,000 in matching funds. Even if the PSC only provided 1 to 1 grants, we could have a \$750,000 project. Nate is now working on what seems feasible in terms of project size and delivery. Everything is at the "perhaps" stage right now, but unless we are prepared to make commitments now, we will miss out on a golden (literally) opportunity that is not likely to come our way again soon.

I am not suggesting Liberty Grove does this in lieu of aiming for a county wide fiber optic buildout – i.e. the effort DCEDC is working toward. However, it appears we have an opportunity to put a solution into place that will last for several years for a significant part of our community. And a significant portion of the project can be funded by money that is actually available now. Once gone, it's gone.

A reminder, the \$100 million just committed by our Governor is more than the total the state has provided in PSC grant funding previously. This is a significant opportunity.

0 Entry #

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

1 Category	Description	Comments	Year
2 Broadband	Choose technology for focus, wireless, fiber, copper, satellite	Activity	
3 Broadband	Pursue 2022 PSC grant (note PSC FTFP preference in 2021)	Activity	2021
4 Broadband	Pursue other grants	Activity	
5 Public WiFi	Install more public WiFi access points	Purchase	
6 Public EV	Install more public vehicle rechargin points	Purchase	
7 Town facility	Security cameras at Town Hall	Purchase	
8 Town facility	Town vehicle dash cams	Purchase	
9 Town facility	Individual monitors at Board Dias seats at front of Town meeting hall	Purchase	
10 Town facility	Review and recommendations for Town computer systems cyber security and safety again hacking, phishing, ransomware, etc.	Activity	
Community	Build relationships with NWTCC, DC Library system, local technology vendors. Seek project suggestions from these	Activity	2022?
Community	Work with local businesses to identify Town based technology activities that will help their businesses	Activity	2021
Parks	Solar panels for water pressure tank in Gills Rock Marina Park	Purchase	
Broadband	Gather data on resident eligible for ARPA Broadband cost supplement support	Activity	
Broadband	Develop projections on how Liberty Grove economy, property values, and tax income would benefit from 100% coverage high-speed broadband accessibility	Activity	
Broadband	Create documentation on how quality of life in LG would benefit from 100% coverage high-speed broadband accessibility	Activity	
Broadband	Map out LG broadband coverage by speed	Activity	
Community	Consider how technology supported by the Town can improve quality of life and the economy in Liberty Grove	Activity	

Each project could have a different technology focus
\$100 million in new ARPA money 6/1/21 - app due 7/27/21

Yes, but prioritize
Our useful locations are very limited; slow chargers not friendly

Wireless?
In process

When does this need to be completed

Do in cooperation with LG ED Committee. Can we use UW student study to help with this?

UW study?

Use data collected by others: DPI, DCEDC, Finley, ...
Planning & research

Priority	Description	2020	2021	2022	2023	2024
	New project requests, required upgrades and maintenance of existing equipment					
	Broadband grant (matching funds)					
	Grant application costs					
	Public auto recharging station (add 1 per year)					
	Construction & Equipment					
	Electrical and service fees	\$ 1,000	\$ 2,000			
	Public WiFi					
	Electrical and service fees	\$ 1,000	\$ 1,000			
	Town Hall Equipment					
	Conference room and meeting room monitors					
	Town Hall phone system & other office/communication technology					
	Backup and Security		\$ 12,000			
		\$ 2,000	\$ 15,000	\$ -	\$ -	\$ -

\$ 3,000.00 Previously committed ongoing Public Wi-Fi & EV Car Charger services. These are higher than last year because of the added installation at the Ellison Bay Community Center

Backup & Security Item Detail

\$ 2,500.00 Antivirus, backup, antispm, & password manager software (this will be an annual cost). The systems in place are typically used for home computers and not appropriate for Government entities. The average cost of an attack is \$50,000-\$85,000 for an organization our size.

\$ 4,000.00 Professional services: to hire a security certified consulting firm or individual to select the appropriate software and/or services and implement them

\$ 3,000.00 Staff time for training, backup/recovery testing, & scanning to digitize paper documents (the latter may take several years). *Staff time may be covered in other budget areas*. This is for the time to work with the consultant and to physically create the digital records. The funds would allow the option to hire an intern for some of the tasks. Recurring costs will depend on the timeline for completion of digitizing.

\$ 2,500.00 Purchase a dedicated, durable, high-speed document scanner to avoid frequent breakdowns from overstressing the current equipment.

Tech Committee Capital Reserve

	1/1/2018 - from 2018 budget			\$25,000.00	
	Moved from 2017-for broadband forward			\$31,435.18	
End of year 2018					\$56,435.18
	1/1/2019 - from 2019 budget			\$25,000.00	
	10/16/19 - Moved from IT budget by Board approval			\$15,000.00	
End of year 2019					\$96,435.18
	1/1/2020 - from 2020 budget			\$75,400.00	
	10/21/20 - DCEDC Broadband Study support			-\$1,000.00	
	2018 Grant expenses			-\$65,131.71	
End of year 2020					\$105,703.47
	1/1/2021 - from 2021 budget			\$12,000.00	
	3/3/2021 - 2018 Grant expenses (pd to DCB)			-\$16,930.97	
					\$100,772.50