

TOWN OF LIBERTY GROVE PUBLIC MEETING

Technology Committee **Amended**

Date: Thursday, July 8, 2021

Time: **7:00 pm**

Place: Liberty Grove Town Hall, 11161 Old Stage Road

Agenda:

1. Call to order
2. Roll call
3. Approve agenda
4. Approve minutes: 6/10/2021
5. Public input
6. Report on DCEDC Broadband Engineering Study
7. Consider Town Hall IT business continuity project
 - a. Status report on project
 - b. Report on recent ransomware attacks
8. Consider future Liberty Grove broadband expansion
 - a. Report on Town broadband efforts
 - b. Report on Special Town Board meeting on 6/28/21
 - c. Report on Nsight correspondence related to 2022 PSC grant application
9. Consider 2022 Technology Committee budget & 5-year project list
10. Future meeting
11. 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 June 10, 2021
(This meeting was posted correctly)

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 Keeper
 - 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

Chair David Studebaker called the meeting to order at 4:34pm. Committee members Cathy Ward, and Dan Watts were present along with Administrator Walter Kalms and Clerk/Treasurer Anastasia Bell. Committee members John Dwonch and Les Keeper were excused and there is one vacancy at this time.

Ward moved, Studebaker second to approve the agenda as posted. Passed 3-0.

Ward moved, Watts second to approve the 5/13/2021 minutes as presented. Passed 3-0.

Public Input – None.

IT Business Continuity Project – The report from Committee member Keeper was reviewed and the following items were noted:

- (2) Quickbooks online is vastly different from Quickbooks desktop.
- (2) Is there vulnerability with cloud hacking?
- (4c) Passwords should be offsite with no unauthorized access
- (4d & 4e) Review training and software records – Watts will research training sites
- (6a) review to plan future and confirm current data is accurate
- (6b) WTA may have information on ransomware and how to prevent/be aware of attacks
- (6e) Add incremental backups to the budget

DCEDC Broadband Infrastructure Study – Studebaker reported that the study is going well; they are currently collecting utility pole data. A steering committee is being formed and the County is working through the legal aspects of creating a county-wide system.

2022 PSC Grant – Studebaker indicated that applications are due 7/27/2021. Watts asked if the short timeline would affect the number of applicants, and if we would be able to gather the necessary information for our own application. Ward asked if a County-wide application would change the odds. **Ward moved, Watts second** that the Technology Committee move to pursue gathering data and preparing a draft application and search for a qualified private partner to assist with installing fiber optic broadband infrastructure within the Town in anticipation of potential grant applications. Passed 3-0.

Fiber versus Fixed Wireless – Studebaker reported that the current grant application is seeking projects that will result in services that can sustain 100MB download and upload which cannot be provided by DCB. Nsight might be an option for this level of service, and Studebaker is awaiting a discussion with them. Preliminary estimates for fiber installation for the entire County was briefly discussed which could take 15 years complete. Kalms noted that it may be possible to borrow funds for 10 years and incorporate it into levy. It was requested to prepare information for 10, 15, and 20 years for borrowing amounts of \$5.5, \$10, \$15, and \$20 million for future discussion. It may be beneficial to work in stages to ensure the Town remains available for future outside funding sources.

ARPA Funding Allocation – Studebaker reported that there is \$75,000 in the Town Tech Capital fund and the Town is scheduled to receive \$170,000 in ARPA funds which will need to be used for water, sewer, or broadband by 2024. He has asked the Chairman to allocate \$75,000 of the ARPA funds to broadband, and he is planning to suggest \$75,000 be budgeted for Tech Capital in 2022.

UW Student Projects – Studebaker reported that he has submitted two project ideas to UW-Madison and is waiting for a response. The first project request is to create a step-by-step guide for creating a co-op. Watts found muninetworks.org to be a valuable site for co-op formation. The second project request is to develop marketing materials to be used to educate citizens regarding the internet, and more specifically telehealth options.

Technology Committee Budget – None.

The next Technology Committee meeting will be Thursday, July 8, 2021 at 7:00pm

Ward moved, Watts second to adjourn at 6:38pm. Passed 3-0.

Respectfully Submitted,
Anastasia Bell, Clerk/Treasurer

Status / Activity information on Liberty Grove Broadband efforts recently
– not all in time sequence

1. Robert Cornell, Manager of Washington Island Electric Co-op (WEIC), offered to help Liberty Grove (LG) with its efforts to implement a fiber optic based broadband project and a possible associated effort to set up a broadband utility cooperative so long as these efforts don't interfere with the WEIC's efforts to implement a similar project on Washington Island. WEIC has recently embarked on a project to deliver broadband fiber to all home, business and institution premises on the Island (FTTP).
2. The new 2022 PSC grant pool of \$100 million just announced, funded by federal ARPA money, will generally require service speeds of 100 Mbps download / 100 Mbps upload (aka symmetrical service). Applications for the new grant money had to be submitted on or before July 27 (I recommend doing so by July 20). Only the first 40 pages of an application will be considered in the application scoring.
3. In late April, I contacted the UW Cooperative center for information about creating a broadband co-op. As a serendipitous side event, a member of the UW law school faculty who works the co-op center, contacted me saying he had two grad students who needed summer projects, could be work together. After numerous discussions, the two students are working on a) creating a "cookbook" of instructions we might use to implement an LG broadband utility co-op, and b) creating a set of material (presentation slides and a "white paper") we can use to help our community to understand the need and support embarking on the major infrastructure project that a full fiber buildout will entail. This material's purpose is to educate and persuade.
4. DCB (i.e. Nate) proposed considering a grant application based on some new fixed wireless equipment that DCB had purchased to experiment with. Nate assured me that equipment could easily deliver the required 100/100 speed. Nate also said DCB had not themselves tested this equipment. He also indicated it would be a major challenge to put together the costing information he would want DCB to have in order to submit a grant application partnering with Liberty Grove.
5. Robert Cornell said he had researched the equipment DCB was proposing. Robert said the while the 100/100 speeds could easily be achieved, that equipment is aimed at closed environment such as an office campus, not for a wide area such as rural LG. Robert pointed out that as part of the current Wash. Isl. fiber project is a fiber backbone run being installed by Nsight between their current endpoint in Gills Rock to connect in Northport with the cable leading to Wash. Isl. Robert told us that fiber run was being routed to maximize the number of homes passed and was being designed so that individual home connections could be done. Robert proposed that we should consider an FTTP (aka FTTH) project along that fiber run which, with detours, roughly parallels Highway 42 at the north end of LG. The number of homes passed is estimated at 60 to 100.
6. I contacted an Nsight executive, Lee Thibaudeau, asking if Nsight might be interested in partnering with LG in a PSC grant application to fund such a project. Lee set up a meeting with several Nsight executives including VP Brighid Riorden. The meeting was held online Monday June 21st. The tone of the meeting was very cautious on Nsight's behalf, it appeared they were very intrigued with the idea, especially if a significant

portion of the capital cost would be paid for by grant money and matching funds from other parties (such as LG). They made no promises except to invest in working on the concept feasibility and cost estimate basis and for us to meet again in a week. I emphasized they would have to lead on both the application and the project as they had technical & costing knowledge and the professional grant application experience LG does not have. I also said the LG Technology Committee had \$75,000 budgeted for grant matching funds, that the TC was asking the Board to commit a significant portion of the ARPA money to support broadband and that the TC would be requesting additional money for matching funds in the Town 2021 budget. I also said there were no guarantees; I was not the decider; the Town Board decides. Ms. Riordan pointed out that for a project like this, even \$200,000 plus dollars in matching funds probably wouldn't make a big dent but it would help. She also stated it would be important to have other entities contribute matching funds, even token amounts, to help convince the PSC grant evaluators that the entire community is behind this effort.

7. My feeling from the conversations that day is that Nsight felt that this "small" (to them) project could be the "toe in the water" for a much larger, multi-stage project to build out fiber optic service to the rest of LG, then even leading to more of Door County. None of that was really explicit. But multiple times I emphasized how badly LG needed better broadband service, how we've been working on it for years the best ways we knew how, how the Town had invested significant (to the Town) amounts in the fixed wireless expansions, how the Town Board has been supportive over the years and how a large portion of our citizenry were aware of how much we need better broadband service, especially away from section of Hwy 42 where Charter provides cable service. The idea of local support by elected officials and the LG public is critical to Nsight's consideration of this project.
8. The next meeting between LG TC rep(s) and Nsight rep(s) is scheduled for Tues June 30th.
9. If Nsight agrees to proceed with LG, there will be a lot of work to do by July 20. We will need to get support letters (short ones are good, email works) from a variety of residents, businesses, Gibraltar School, perhaps DCEDC, DCMC, NWTC. We will have to revisit and update the material we have submitted with prior grant application plus more material that Nsight's grant professionals will recommend. And more.
10. I have asked Nsight what type of a public/professional partnership agreement is needed (the PSC will require one). Their response follows this status report. Their requirements are simple and flexible; I was very pleasantly surprised.
11. If this happens, it will mean that Nsight is thinking about this being stage 1 of a multi-stage effort. I don't know how many stages, but if Liberty Grove is prepared to consider helping with the financing of this effort with bonding, it could conceivably be done in (I think/hope) as little as three more years. It would be a multi-million \$ investment but would be a major game changer for LG in terms of economic development, real estate values, quality of life, work from home opportunities, expanded business locations, telehealth supporting improved age in place options, remote education support and on and on. This is very much the kind of effort that grant agencies are looking to support and that I think DCEDC would support it as a perfection demonstration of how doing the same thing in the whole county would impact all of Door County.

12. Topics we have not discussed with Nsight include ownership of the infrastructure assets (Nsight or LG or a combination?) and who will operate the result (DCB? Other? Probably not Nsight?).
13. Following: email re partnership agreement

Thu 6/24/2021 3:24 PM

Riordan, Brigid [REDACTED]
RE: Public/private partnership agreement
To: David Studebaker; Thibaudeau, Lee
Cc: John Lowry

Sure. "Standard" might be a stretch. This is very new to the industry for these types of projects. Normally fiber to the home is just done by a private entity. I talked with our attorney yesterday, and we think either a resolution from the town board or a memorandum of understanding is probably all we need for the grant application.

He is gathering up the three types of documents we've used for submissions: resolution from the town board about what money they are committing to the project, memorandum of understanding. We also have the agreement that was used for Luxemburg that we can look at as well, but that project did not use grant funding, so it is the actual project agreement. Once I have those, I can send them along.

Brigid Riordan
CINO and VP of Emerging Services and Public Affairs
Cellcom | Nsight Telservices | Nsight Tower | Glas Coffeehouses

From: David Studebaker <[REDACTED]>
Sent: Wednesday, June 23, 2021 8:37 AM
To: Thibaudeau, Lee <[REDACTED]>; Riordan, Brigid <[REDACTED]>
Cc: John Lowry <[REDACTED]>
Subject: Public/private partnership agreement

In light of how our discussions are proceeding, I think it would be a good idea for Liberty Grove to be reviewing the standard document that Nsight generally uses for public/private partnerships of the type we would need to set up in support of a grant application. The Town will need their attorney to review it. Could you have a copy of that document boilerplate sent over?

Please send copies to:

John Lowry <[REDACTED]>
Liberty Grove Town Clerk <[REDACTED]>
David Studebaker <[REDACTED]>

That way I'll know it has arrived and can follow up.

Best-
Dave

P.S. Brigid, If I should be communicating with someone else at Nsight and not bothering you, please let me know who that should be.

Dave Studebaker
[REDACTED]

Town of Liberty Grove
Minutes of the Special Town Board meeting on June 28, 2021
(this meeting was correctly posted)

Agenda:

1. Call to order
2. Declaration of a quorum followed by pledge of allegiance
3. Approve agenda
4. Public Input
5. Consider ARPA funds related to broadband expansion
6. Adjourn

Chairman John Lowry called the meeting to order at 6:01pm. Supervisors Janet Johnson, Paul Schwengel, Cathy Ward, and Nancy Goss were present along with Administrator Walter Kalms, Clerk/Treasurer Anastasia Bell, and 3 members of the public.

Goss moved, Schwengel second to approve the agenda as posted. Passed 5-0.

Public input – None.

American Rescue Plan Act Funds related to Broadband expansion – Dave Studebaker, Technology Committee chair, reported that additional funding is available for the 2022 PSC Broadband grants and applications are due July 27th. A public/private partnership with Nsight may be an option for fiber but it is unclear if Nsight would be the Internet Service Provider (ISP). Steve Jenkins, DCEDC, indicated an ISP will need to be determined for the application and a 50% funding match is typically preferred. A levy-cap override or borrowing/bonding of funds may be an option to provide this utility throughout the Town. **Goss moved, Johnson second** to commit ARPA funds over the next two years at \$91,951.33 each year plus \$75,000 unspent in Tech budget from last session to the PSC 2022 grant application to match with Nsight for broadband. Roll call with Lowry, Goss, Ward, Johnson, and Schwengel voting aye, no nays. Passed 5-0.

Goss moved, Lowry second to adjourn at 7:52pm. Passed 5-0.

Respectfully submitted,
Anastasia Bell, Clerk/Treasurer

From: David Studebaker [mailto:dstudebaker@libertygrove.org]
Sent: Saturday, July 3, 2021 3:12 PM
To: 'Riordan, Brighid' <brighid.riordan@nsight.com>
Cc: John Lowry [mailto:lowry@libertygrove.org] <lowry@libertygrove.org>
Subject: RE: Liberty Grove and Broadband

Hi Brighid,

Thanks for communicating on Saturday and 4th of July weekend to boot.

I didn't mean to indicate that the Liberty Grove Board was expecting a quick response on an estimate to build out the whole town. But they are hoping figures could be put together within a few months. I don't know that the Town Board is expecting to finance part or all of such a project with federal money, but such an opportunity would certainly be considered if it were a reasonable option. To plan on that from this point would be depending on way too many unknowns to fall our way.

The DCEDC Finley study is scheduled to be complete by October. That's only three months away and definitely could be used to help put together a roughly costed plan for Liberty Grove. At this point the Town Board wants to make sure you and Nsight are fully aware the Town wants to consider a long term solution that will serve everybody in Liberty Grove. While such an effort has to be executed a step at a time in stages, the Town is regarding the current 2022 PSC grant project discussion as Step 1, Stage 1.

See **red** answers embedded below in your note.

Have a great vacation. I'm sure it is well deserved. ☺ When will you be returning?

Have a relaxing, rejuvenating time!
Dave

From: Riordan, Brighid [mailto:brighid.riordan@nsight.com]
Sent: Saturday, July 3, 2021 12:01 PM
To: David Studebaker [mailto:dstudebaker@libertygrove.org]
Subject: Liberty Grove and Broadband

Hi David,

I was able to connect with Robert Cornell on Friday. The logistics of getting the fiber to the home for all of Liberty Grove is trickier than I think any of us had hoped. Robert mentioned another company that we possibly partner with on this project that might help it be achievable. I am going to look to meet with them after vacation.

In the meantime, I think to answer the town's question about can we provide the cost for the entire town of Liberty Grove? I really think that is going to take more of an actual engineering study. Because of the sparse density and the rocks and the unknown condition of the utility lines, it would be relatively impossible to use an algorithm to get an accurate estimate of fiber to each home. **That's OK. We don't need immediate answers. Just to know that the effort will be made to develop them in due course.**

I think we can agree that the ultimate goal would be to get great service to everyone in the Town someday, but there just isn't enough time to do that before this round of financing from the

state/federal funds. And it may take several projects and partners as well as many years to get there. **We understand and accept reality. But we want to be making concrete progress reasonably continuously.**

I think a lot of questions will be answered in the study that Finley is doing, and we may look to it to inform how much it would cost to do the whole Town of Liberty Grove. Do you think there is an appetite to apply for funding for one project for this grant round? We are doing a fiber run that will finish the backbone for the peninsula through a portion of Liberty Grove. The timing is perfect to use that project to provide fiber to homes in the area. **The answer is an emphatic YES. The Town wants to proceed with Nsight on the basis of a joint effort PSC 2022 Grant application.**

I think we should go for this piece, but am not sure if the town is willing to go ahead with the rest of the Town's future unknown. **The Town Board voted on the record last meeting to proceed with an application jointly with Nsight. There was a presumption that along with the Town's cash match of up to \$260,000+, Nsight would be providing matching contributions of significant value as well. According to the PSC those can be in-kind contributions.**

As far as, who will be the ISP: let's put it this way, we will absolutely figure out who makes most sense to be the ISP. Nsight can be, but the deciding factors on that will be in what kind of partnership is needed to do the work. I think for matters of the Town Board, they need to know that there are ISP options, and we have been providing internet to homes and businesses since 1994. If it makes sense for us to do it, we will. It really just depends on what players are involved. Once I meet with Quantum, I'll have a better idea of what they do and if a partnership with them makes sense. **Again, this request was for ISP identification to be provided in due course. We are quite aware a number of decisions have to be made before this question can be answered. The Town is not trying to dictate who the ISP should be.**

The week I get back from vacation is the week I'll need to work on getting a grant application together. Perhaps once we are at that point, we'll have more for the town board to react to and they can weigh in on whether it's something they want to get started. By that time, we will have costed out the area that we could catch along the fiber build to Northport.

What can the Town be doing while you are gone to move things along on our end? I will admit I'm nervous about making sure we can deliver an application two weeks from now.

Brigid Riordan
CINO and VP of Emerging Services and Public Affairs

(cell) 920.660.8477
brigid.riordan@nsight.com | Nsight.com

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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 Each project could have a different technology focus	
3 Broadband	Pursue 2022 PSC grant (note PSC FTTP preference in 2021)	Activity \$100 million in new ARPA money 6/1/21 - app due 7/27/21	2021
4 Broadband	Pursue other grants	Activity Yes, but prioritize	
5 Public WiFi	Install more public WiFi access points	Purchase	
6 Public EV	Install more public vehicle recharging points	Purchase Our useful locations are very limited; slow chargers not friendly	
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 Wireless?	2022?
10 Town facility	Review and recommendations for Town computer systems cyber security and safety again hacking, phishing, ransomware, etc.	Activity In process	2021
Community	Build relationships with NWTIC, DC Library system, local technology vendors. Seek project suggestions from these	Activity	
Community	Work with local businesses to identify Town based technology activities that will help their businesses	Activity	
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 When does this need to be completed	
Broadband	Develop projections on how Liberty Grove economy, property values, and tax income would benefit from 100% coverage high-speed broadband accessibility	Activity Do in cooperation with LG ED Committee. Can we use UW student study to help with this?	
Broadband	Create documentation on how quality of life in LG would benefit from 100% coverage high-speed broadband accessibility	Activity UW study?	
Broadband	Map out LG broadband coverage by speed	Activity Use data collected by others: DPI, DCEDC, Finley,...	
Community	Consider how technology supported by the Town can improve quality of life and the economy in Liberty Grove	Activity Planning & research	

Draft IT Committee budget 2020-2024

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, antispaam, & 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