

TOWN OF LIBERTY GROVE PUBLIC MEETING

Technology Committee

Date: Monday, June 13, 2022

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: 5/2/2022
5. Public Input
6. Project Status Reports:
 - a. Business Continuity Project
 - b. 2022 PSC Grant
 - c. EV Charger at Ellison Bay Community Center
 - d. EV Charger at Maritime Museum
 - e. Nsight Engineering Design Project
 - f. Non-Town PSC Grant Applications
 - g. Personal Bios for Town Newsletter
7. Committee Team Projects
 - a. Town Website Question & Answer
 - b. Public Communication/Education Regarding Broadband Implementation
 - c. Northern Door Intercommunity Broadband Efforts
8. 2023 Technology Committee Budget Request
9. Correspondence
10. Future meeting
11. Adjourn

All agenda items will include discussion and possible action. Deviation from listed order may occur

***Audience members must ask for permission, during public input, to speak on agenda items ***

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 2, 2022
(This meeting was posted correctly)

Agenda:

1. Call to order
2. Roll call
3. Approve Agenda
4. Approve Minutes: 3/7/2022
5. Public input
6. Status reports:
 - a. Business Continuity Project
 - b. 2022 PSC Grant
 - c. EV Charger at Ellison Bay Community Center
7. EV Charger at Maritime Museum
8. Report on Local Broadband Activities
 - a. Nsight Engineering Design Project
 - b. PSC Grant Applications: Frontier, Charter, Baileys Harbor
 - c. Nsight Local Office
9. Town Website Question and Answer
10. Public Communication/Education Regarding Broadband Implementation
11. Northern Door Intercommunity Broadband Efforts
12. 2023 Technology Committee Budget Request
13. Personal Biographies for Town Newsletter
14. Correspondence
15. Future meeting
16. Adjourn

Chair David Studebaker called the meeting to order at 5:17pm. Committee members Kirk Scattergood, Dan Watts, and Cathy Ward were present along with Administrator Walter Kalms, Clerk/Treasurer Anastasia Bell and 2 members of the public. Committee member Les Keepper was absent.

Ward moved, Scattergood second to approve the agenda as posted. Carried 4-0.

Studebaker moved, Watts second to approve the 3/7/2022 minutes as presented. Carried 4-0.

Public Input – Studebaker requested formal recognition for John Dwonch’s service as he has retired from the committee. Scattergood introduced himself. Studebaker introduced Joel Asher as a perspective member of this committee. Don Schmidt, N Newport Lane, noted he is interested in broadband implementation but is apprehensive about the Town-wide process.

Business Continuity Project – Watts reported that the Town’s exposure is relatively small due to the few online transactions. The primary focus will be document storage and recovery.

2022 PSC Grant – Studebaker reported WPS is doing the make-ready work for the poles. Nsight is hoping to bury a line along Isle View Road and if this is possible it may reduce overall costs for the Town-wide project.

EV Charging Station EBCC – Kalms reported Action Electric is aware of the needs and planning to install the station in the spring.

EV Charging Station DCMM – Bell reported on the updates which will be required due to service changes. Ward will reach out to Destination Door County and Scattergood will investigate what the station is currently offering.

Engineering Design Study – Studebaker reported that the new estimate is at least \$300,000 and the Town Board will need to commit before an RFP will be drafted by Nsight.

PSC Grant Applications – Studebaker reported that Frontier and Charter have submitted applications which include selected areas within the Town. Baileys Harbor has applied for the Town-wide service installation.

Nsight Office – Studebaker reported that Nsight has purchased Northern Door Communications and has expressed the intent of this being their tech/maintenance location for the area.

Website Question and Answer – Studebaker requested questions and answers be available on the Town website. The opportunity to submit questions will need to be publicized and the responses will need to be vetted before being published. He requested Watts and Keepper work on this project.

Public Communication – Studebaker requested information be prepared for presentation at other meetings. The materials should clearly define the benefits and the costs involved to address citizen concerns. He requested Asher and Ward work on this project.

Intercommunity Broadband Efforts – Studebaker requested information be gathered about the progress within other municipalities for assisting the municipalities that are following in the process. He requested Scattergood and himself work on this project.

2023 Technology Budget – Studebaker noted that broadband will be the major focus and the committee should consider a list of minor projects for potential inclusion in the 2023 budget.

Newsletter Materials – Studebaker noted that John Lowry, Town Chairman, has requested brief biographies of each committee member for inclusion in the Town newsletter.

Correspondence – None.

The next Technology Committee meeting will be Monday, June 6, 2022 at 7:00pm.

Ward moved, Scattergood second to adjourn at 7:03pm. Carried 4-0.

Respectfully Submitted,
Anastasia Bell, Clerk/Treasurer

Priority	Description	2021	2022	2023	2024	2025
	Capital Projects	\$ 12,000	\$ 55,000			
	New project requests, required upgrades and maintenance of existing equipment					
	Grant application costs					
	Public auto recharging station (add 1 per year)					
	Construction & Equipment					
	Electrical and service fees	\$ 2,000	\$ 2,000	\$ 250	\$ 2,000	\$ 2,000
	Public WiFi					
	Electrical and service fees	\$ 1,000	\$ 1,086	\$ 1,000	\$ 1,000	\$ 1,000
	Town Hall Equipment					
	Conference room and meeting room monitors					
	Town Hall phone system		\$ -			
	Board dias monitors		\$ -			
	Backup and Security					
	Antivirus, backup, antispam & password manager software (may become annual expense)	\$ -				
	Professional services	\$ -				
	Backup/recovery testing and digitization of paper documents	\$ -		\$ 170		\$ 170
	Document scanner for digitizing	\$ -				
		\$ 3,000	\$ 3,086	\$ 1,420	\$ 3,000	\$ 3,170

240 SenaConnect EV@MM

DCMM DCB 75.85*12 (\$910)
WC Charter
Info booth \$480150 iCloud
20 gmail storage