

## Participants

### Voting members

Ryan Bayliss - provisional, [Rbayliss@eastporthealth.org](mailto:Rbayliss@eastporthealth.org)  
Ken Burke - Vice Chair/Secretary, [kburke12@comcast.net](mailto:kburke12@comcast.net)  
Melissa Mitchell - [mmitchell@shead.org](mailto:mmitchell@shead.org)  
Paul Sheehy - [psheehy@cloud-works.net](mailto:psheehy@cloud-works.net)  
Mark Wigley - Chair, [eastportmark@gmail.com](mailto:eastportmark@gmail.com)  
Joshua Nicholson - [furtime@gmail.com](mailto:furtime@gmail.com)

### Sunrise County Economic Council (SCEC)

Elaine Abbott - Regional Broadband Coordinator, Sunrise County Economic Council,  
[eabbott@sunrisecounty.org](mailto:eabbott@sunrisecounty.org)  
Dan Sullivan - Technical Consultant, Sunrise County Economic Council, [daniel@cathancelake.com](mailto:daniel@cathancelake.com)

### Guests

Kate Devonshire - Eastport City Manager, [citymanager@eastport-me.gov](mailto:citymanager@eastport-me.gov)  
Ray Guilmette - Perry Fiber Connectivity Committee, [rayguilmette7530@gmail.com](mailto:rayguilmette7530@gmail.com)  
Amy McDonald - Charlotte, Chair, [amy.mcdonald@sawyermcdonald.com](mailto:amy.mcdonald@sawyermcdonald.com)  
Michael Morse - Chair, Eastport Economic Development Committee, [Eastportmorse@gmail.com](mailto:Eastportmorse@gmail.com)  
Jeanne Peacock - Council Liaison, [jpeacock@ocean-aqua.com](mailto:jpeacock@ocean-aqua.com)  
Debi Pride - Charlotte, [iluvsebago@gmail.com](mailto:iluvsebago@gmail.com)  
Chris Waite - Sipayik Consultant, Four Directions Maine, [cwaite@fourdirectionsmaine.org](mailto:cwaite@fourdirectionsmaine.org)  
Rachel Williams - Digital Navigator, National Digital Equity Center (NDEC),  
[Rachel@digitalequitycenter.org](mailto:Rachel@digitalequitycenter.org)

*Note: Invitees marked with a hyphen were unable to participate.*

### Invited Participants

None

## Meeting Admin

### Eastport Fiber Connectivity Committee

City Hall, 22 Washington Street  
Eastport, Maine 04631

Meeting Date: 21 Feb 2023

Meeting Time: 0900 - 1030

Meeting Location: Port Authority (downstairs)

Join Zoom Meeting:

Meeting ID: 859 5034 2169

## Call to Order

### Agenda items:

1. 1. Adjustment to the agenda.
2. Approval of minutes.
3. Vote on Ryan Bayliss as committee member
  - IT Manager for Eastport Healthcare
  - Computer repair and tech for 10 years
  - Motion carried
4. Setting community engagement activities and dates, committee ownership
  - Chamber of Commerce & small businesses
    - 14 Feb - held
    - Next meeting in March
    - Ken Burke: I propose we meet monthly
    - Ken Burke: We should explore the committee joining (\$45 at-large membership)
      - Jeanne Peacock: Maybe the city
        - Just come in as a guest to share/update
        - Talk to Don Dunbar about getting on the agenda
        - Social tonight, 1600-1800, @ Horn Run
  - Open Community Workshop - all audiences
  - Youth and HS Students -
  - Aging in Place -
  - Current broadband customers -
  - Survey status:
    - Elaine Abbott
      - Resident - 77
      - Business -
        - If you have a business, take it
      - Spectrum 77%
    - Kate Devonshire: City demographics 19% are 20-49, 60+ is 54%
    - Ken Burke: Where will we see the most resistance, greatest need to inform?
      - SCEC: Based on past, even distribution
        - Perry has very high percentage thinking fiber is "very important"

- Ken Burke: Need to **engage part-time residents**
    - Quoddy Tides
  - Ken Burke: Need to get out information on our training plans, topics, delivery, etc.
    - Work with Rachel Williams from NDEC,
  - Ken Burke: Can you kick out a snapshot PDF to help us start to formulate communications, etc?
    - Yes
  - **NEED TO DO OUTREACH TO THE BUSINESS COMMUNITY**
    - Joan Loudon: Chamber website
    - Chamber put it on their Facebook page
    - Ken Burke will talk to Don Dunbar
  - ALL physical copies go to city hall, are scanned, emailed to Elaine Abbott
5. Status of our money spend: Mark Wigley will ask Traci Claroni to provide a funds review for City Council meetings. She prepares, we/Jeanne presents.
- NDEC
  - Recording kits
    - Finalizing updated list and links
    - To committee for review
    - Jeanne Peacock: Add speakers so audience can hear better?
      - Ken Burke: We'll look at this, I'll talk with Paul Sheehy
  - Quoddy Tides
    - Looking for a lead (committee member) to manage the relationship
    - Target populations
      - Part-time residents
      - Digital survey takers
      - Residents about open community Fiber meetings
  - Refreshments
    - Breakwater Bagels is working the invoice, will get to Tracy Claroni, City Treasurer
6. Publication
- Agendas, minutes, presentations
  - Quoddy Tides advertisements
  - Flyers/FAQs
  - Posters
  - Video (?)
  - Facebook
    - Ken Burke and Ryan Bayliss
    - Rachel Williams -NDEC has a "How to Create a Facebook Group" class
      - You have to ask some 17 times to donate money
      - Repetition is more likely to promote action

- Ken Burke: Make sure to include a call to action
  - SCEC: Family member did something every day to promote his business. Be constant.
  - **Send interesting Fiber Fact to Tessa Ftorek**
- 7. Other vehicles:
  - Sewer bills - fold and stuff (committee)
  - PWD?
  - Video?
    - Ken Burke
- 8. Ken Burke:
  - Add a committee email address, group management of inbox to respond to Eastport community members
  - Kate Devonshire will get us the details
- 9. SCEC: Thoughts on video
  - Zoom
  - Youtube channel, share link
  - Ken Burke: Once created, we'd have to feed it on a regular (weekly) basis
  - Mark Wigley will follow-up with the Repoles about feedback, video, etc.
  - Short interviews
    - Ken Burke will reach out to Jude Kempe to see if she would be open to assisting

## Next Meeting Agenda

28 February 2023 9:00 AM, Port Authority first floor

1. Adjustment to the agenda.
2. Approval of minutes.
3. Business engagement update
  - Jeanne event notes
  - Ken and Don Dunbar
4. Facebook update - Ryan Bayliss and Ken Burke
5. Topics for the next city council meeting
6. AV kit update

## Administrative Follow-up

- Minutes to EFCC members for review, comment, and approval
- Minutes to city after EFCC approves
- Agenda to Ella C. Kowal, City Clerk, [ekowal@eastport-me.gov](mailto:ekowal@eastport-me.gov)
  - Posted minimum three days prior to meeting, best practice send to Ella the day of *this* meeting
  - Address his facts

## Adjourn

Time: 1005

## Action Items

1. xxx

## Reference