

Carroll County Communication District Planning Committee (CCCDPC)

3/23/2022 Meeting Minutes

Location: Old Annex Building, Carroll County Complex, 95 Water Village Rd., Ossipee, NH

Meeting opened by Rick Hiland (Co-Chair Carroll County Broadband Committee) at 10:01AM.

1. Roll Call – Present: Rick Hiland (Albany), Stephen Berry (Brookfield), Bert Weiss (Chatham), Stanley Dudrick (Eaton), Chuck Fuller (Effingham), Diane Jarecki (Effingham), Linda Mailhot (Freedom), Ben Klaus (Hales Location), John Gallagher (Harts Location), David Walker (Harts Location), Bill Lord (Madison), Mary Cronin (Madison), Sherryl Hitte (Tamworth), Bob Murray (Tuftonboro); Mellisa Seamans (Carroll County Executive Coordinator); Zoom - Bill Houk (Hales Location), Matt Sawyer, Jr (Ossipee), Glenn Coppelman (North Country Council)
2. Officers – Three people volunteered on March 16th: Chair (Diane Jarecki), Clerk (Linda Mailhot), & Treasurer (Stephen Berry). Rick Hiland asked if there were any other volunteers that would like to be considered for any of these roles. Rick also asked if the committee wanted to consider the position of Vice Chair to act as Chair in that person's absence. Chuck Fuller volunteered for Vice Chair. Rick made a motion to accept the proposed slate of officers. Sherryl Hitte seconded the motion. Roll call vote was unanimous. Rick handed a USB drive with documents to Diane Jarecki and a folder with paper documents (which have also been scanned to the same USB drive) to Linda Mailhot. Officers to decide which bank is most convenient. Stephen Berry indicated he has spoken to Profile Bank. They will need an EIN and \$25 to open an account. Both Diane & Stephen will be on the account.
3. Responsibilities of Committee – Diane Jarecki asked Rick Hiland to fill us in on this topic. Rick referenced the Statutes governing the Committee (NH RSA Title III Chapter 53-G, NH RSA Title VI Chapter 91-A) that we all received previously via email. The intent of this committee is: a. to determine if there is a need/desire for a Communications District (CD); b. to devise a plan to accomplish forming a CD. The Carroll County Broadband Committee has determined there is a need for a CD; c. to establish bylaws for us to operate under; d. to put together an RFP for consultants.
4. Questions RE: NH RSA Title VI Chapter 91-A – Meetings need to be posted publicly. Rick Hiland has been sending the meeting notices to Mellisa Seamans (Carroll County Executive Coordinator) for posting on the county website. Mellisa has also been sending them to the participating town administrators for local distribution/posting and will continue to do these two things.
5. Carroll County \$30,000 ARPA Grant for Consultant & Reports Required - Rick Hiland went to the Carroll County Commissioners to request some of their ARPA funds. We were granted \$30,000 for those legal & technical consultants. Commissioners will release those funds to our committee for us to pay consultants as needed. Bylaws will need to be approved by the NH Attorney General. We should form a subcommittee for bylaws. There was discussion about a mailing address for this committee which will be needed to apply for the EIN & open the bank account.

6. Deliverable List for an RFP for Consultant –NH RSA Title III Chapter 53-G:2 could be a guide for an RFP along with the feasibility study that was done by the Carroll County Broadband Committee. We may need to form subcommittees for deliverables with respect to both legal deliverables & technical deliverables. Legal subcommittee – Chuck Fuller, Bill Lord, and Stanley Dudrick. Technical subcommittee – Rick Hiland, John Gallagher, and David Walker.
7. RFP for Consultant – Work to be done by subcommittees. Both sets of deliverables would be merged into one RFP looking for consultants on both of those issues. RFP would ask for any consultant to propose what their firm can offer and at what price.
8. Other Business – a. This committee will be known as the (CCCDPC) Carroll County Communications District Planning Committee with the acronym at the front for banking purposes as well as EIN purposes; b. Rick Hiland is still seeking clarification on the quorum question in terms of whether “member” means a town or a representative appointed to this committee by each town. He hopes to have that clarification by the next meeting. The definition of “member” in NH RSA Title III Chapter 53-G reads “any city, town, unincorporated town, or unorganized place that elects to form or join a communications district under this chapter”. Diane Jarecki & Rick Hiland to work on this; c. Mellisa Seamans will check to see if Carroll County will allow us to use their address and give us a spot for receiving mail, which is expected to be minimal. She will also check with the Commissioners to see if we would be allowed a page on their website as well as an email address, or if we will need to make other arrangements for those items. Mary Cronin has webmaster skills if needed; d. Glenn Coppelman will come up with a couple of logo designs for this committee. He designed the logo for the Carroll County Broadband Committee; e. Rick suggested that perhaps individual town planning boards could begin asking developers of new projects within their towns to run fiber cable in the ground which would make future connections much more accessible and less costly; f. We will distribute a list of the members of this committee amongst our membership. Please BCC any emails that are sent out.
9. Next Meeting – April 20th at 10:00AM at the Old Annex Building, Carroll County Complex, 95 Water Village Road, Ossipee, NH. Information for Zoom participation will be made available as we have it.
10. Meeting adjourned at 11:21AM.

Respectfully Submitted,

Linda Mailhot, Clerk