

****DRAFT****

Carroll County Communication District Planning Committee (CCCDPC)

5/18/2022 Meeting Minutes

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

Meeting opened by Chair Diane Jarecki at 10:04AM.

1. Roll Call – Present: Rick Hiland (Albany), Stephen Berry (Brookfield), Bert Weiss (Chatham), John Border (Eaton), Chuck Fuller (Effingham), Diane Jarecki (Effingham), Linda Mailhot (Freedom), Ben Klaus (Hales Location), David Walker (Harts Location), Bill Lord (Madison), Jean Beadle (Moultonborough), Matt Sawyer Jr. (Ossipee), Bob Murray (Tuftonboro); Zoom – Steve Knox (Albany), Bill Houk (Hales Location), Mary Cronin (Madison); Non-Members: Glenn Coppelman (North Country Council) via Zoom, Matt Plache (Carroll County Commissioner & Vice Chair of the Carroll County Broadband Commission), Mark Laliberte (Broadband Project Manager NH Dept. of Business & Economic Affairs) via Zoom, Bill Darcy via Zoom, Richard Doucette via Zoom, Jim Alt via Zoom.
2. Minutes – Minutes of the 4/20/22 meeting were circulated electronically prior to the meeting. Chuck Fuller motioned to approve. Second by Rick Hiland. Motion carried 16-0.
3. Guest – Mark Laliberte, Broadband Project Manager, NH Department of Business & Economic Affairs – There are three bills that will effect what we are all working toward: Capital Projects Fund which is a federal program designed to support recovery from COVID by strengthening & improving infrastructure necessary for participation in work/education/health monitoring that will last beyond the pandemic; NH SB445 which will adopt new rules for the broadband matching grant initiative; Internet for All which is a \$42.5B infrastructure bill passed by the federal government last year to provide affordable high speed internet access to all Americans by 2029. Capital Projects Fund has \$122M set aside for broadband build-out. They are working on a \$50M RFP now. NH SB445 needs to be voted on in the legislature and then go to the Governor's office for signing. The bill is in conference now. They have everything in their hands and are ready to move forward as quickly as possible once the bill is signed into law. Towns will be urged to work together. Once the plan is live they expect to do 4 regional webinars and have a FAQ document available to clarify understanding of what can & cannot be done. NH has decided to use Capital Projects Funds for infrastructure build-out as it will get the work done faster than just waiting for federal funds. NH is not going to require the information gathered by RFI as part of their process to get funds, but the speed will be the determining factor. Mark's contact information is Broadband@livefree.nh.gov, and his phone numbers are 603-271-6351 and 603-419-0176.
4. Treasurer's Report – No assets, no liabilities. No bank account as we are still waiting for the EIN and still need to determine which bank to use.
5. Chairman's Updates – (a & b) EIN: We just received the email address yesterday, and we do have a mailing address. The application for the EIN can now be completed and submitted. (c)

Rules & Procedures draft: this document was circulated electronically prior to the meeting. Rick Hiland suggested in section 8 to add a provision stating that funds will be expended only upon a vote by the members. Mary Cronin said that it isn't clear that if a town does not have two representatives that they cannot vote. Diane referred to section 2 where it states 'Select Boards shall appoint a minimum of two representatives' per NH RSA Title III CH 53-G. Rick made a motion to approve the Rules of Procedure as amended with the addition to section 8. Bill Lord seconded the motion. Diane stated that she would like to address Mary's comments as well. Motion carried 16-0.

6. Subcommittee Updates – (a) RFP draft: Chuck Fuller stated that he and Rick Hiland worked together to draft this document. The thought is the Executive Committee will fill in the dates for various deadlines provided in the document as well as who the points of contact will be. There are just a couple of places where punctuation needs to be tightened up. There is also one sentence that needs clarification in section 1.0. There are a few references to broadband and fiber optic that should be removed. Matt Plache suggested that a clause be added for termination of the consultants contract if it is ultimately determined that a Communications District is not established. Bert Weiss mentioned that any proposals submitted be scrutinized for specifics on extra billable expenses/time. Rick Hiland made the following motion: 'with seven months to the end of the year and with time moving quickly as we move forward to March town meeting time I move to authorize the Executive Board to put the final elements into the RFP; set the necessary dates and time frames; determine addresses, emails and phone contact information for questions; determine the contact person(s); send out, advertise and distribute the RFPs; meet with interested parties to answer questions as necessary; accept and review proposals as they are received; interview as needed; and bring the 2 best proposals back to the entire committee for review and approval at a meeting called for that purpose.' Matt Sawyer seconded that motion. Rick clarified that the longer we wait to act there is a chance that we may miss having this issue on the March annual town meetings, and a Communications District would also need to be approved by the Attorney General's office. Matt Plache added that this needs to be ready well before March as this may affect town budget meetings. Motion carried 14-0 as Steve Knox and Mary Cronin both left the Zoom meeting. Rick and Chuck mentioned that Grace Fuller must be thanked for her assistance on formatting and editing this document; (b) Bylaws draft: Chuck stated that both he and Rick worked on this document as well. This is a template to provide to the consultant so they do not have to create a document from scratch. Rick and Chuck acknowledged that there are a few items that are not in there that should be. Linda Mailhot brought up a few points for clarification and possible correction. The document needs to be retitled. Secretary & Treasurer positions need to be clarified that if those positions are held by members that they are voting members of the Executive Committee. Matt Sawyer asked if these bylaws would be for this planning committee as well as the Communications District. Our Rules of Procedure that we voted on earlier will be our governing document. These bylaws being discussed are for the Communications District only. This item was not voted upon.
7. Discussion – Diane Jarecki stated that we have 2 towns with only 1 representative and NH RSA Title III Chapter 53-G requires 2 representatives per town to be a qualified member. Matt Sawyer asked why a selectman could not be the second representative. If they aren't able to make it to the meetings it would be no different than if someone else wouldn't be able to make it to the meeting. Matt Sawyer mentioned that Ossipee had sent out an RFI. Diane asked Linda Mailhot to send out a sample RFI that Rick Hiland had previously circulated. Providers have 30

days to respond, and if they do not respond the town is considered unserved. If your town is considered unserved that can be put on the grant application.

8. Other Business – None

9. Next Meeting – We will hold off on scheduling another meeting until we review any proposals received. Once the deadline is set for the proposals to be submitted, we will most likely meet approximately two weeks after that deadline.

10. Meeting adjourned at 12:02PM.

Respectfully Submitted,

Linda Mailhot, Clerk