

****DRAFT****

Carroll County Communication District Planning Committee (CCCDPC)

08/10/2022 Meeting Minutes

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

Meeting opened by Chair Diane Jarecki at 10:06AM.

1. Roll Call – Present: Rick Hiland (Albany), Stephen Berry (Brookfield), Marshall Goldberg (Brookfield), John Border (Eaton), Chuck Fuller (Effingham), Diane Jarecki (Effingham), Linda Mailhot (Freedom), Ben Klaus (Hales Location), David Walker (Harts Location), Bill Lord (Madison), Bill Gassman (Moultonborough), Bob Murray (Tuftonboro); Zoom – Bill Houk (Hales Location), Mary Cronin (Madison), Anthony Chehayl (Tamworth).
2. Minutes – Minutes of the 5/18/22 meeting were circulated electronically prior to the meeting. Rick Hiland motioned to approve. Second by Chuck Fuller. Motion carried 15-0.
3. Treasurer’s Report – No assets, no liabilities. No bank account. We anticipate working with Bank of New Hampshire.
4. Chairman’s Updates – We now have the EIN. We have applied to the State of NH for the registration of our entity. We need this to open the account at the bank. Our type of entity does not fall under the typical classifications on their application form. The check for the application fee has cleared. If the State of NH decides not to register our entity for whatever reason, we would ask the county to administrate the funds as needed based on committee vote.
5. RFP – We received 2 proposals based on the RFP that was prepared and released in June. Diane conducted a poll to get an idea of where each community was at with their choice between the 2 proposals. The result of said poll was 7 in favor of the Matthew Plache proposal and 4 in favor of the Montroll/RISI proposal. John Border stated that Eaton’s concerns were budgetary and that Montroll/RISI did not list the anticipated number of hours. Bill Gassman said that both applicants were well qualified, which was affirmed by several others. Rick Hiland said the Montroll/RISI proposal seemed too general and not specific to addressing the materials that were included with the RFP as well as their proposal did not address what the rate for travel would be. This is important since their firm is in Vermont. Marshall Goldberg asked how many people/businesses the RFP was sent to. Diane answered that it was sent to 7 individuals as well as posted on the website. Marshall Goldberg inquired as to whether there would be merit to inviting the 2 respondents to a meeting for an interview. Diane indicated that an interview process would create a lengthy delay. She further stated that the RFP was clear about what was needed and expected. Rick mentioned that there was a question-and-answer period and asked if anyone reached out during that time with questions. Chuck Fuller responded that the only question received was a status update from Alex Kelley of RISI. Andrew Chehayl said that the Plache proposal spoke more to experience with wireless communications. He further stated that he has a colleague that has experience with RISI and their pool of support staff could mean that administrative work would be done by a paralegal or other at a lower rate. Linda Mailhot

indicated that Freedom's thought was since Montrol/RISI has a larger labor pool equating to a lower hourly rate for the administrative work as well as an ability to get things done timely and efficiently. Diane stated that Matthew Plache has been involved from the beginning and is very passionate about getting this done for Carroll County. His experience working with the NH legislature/administration will be a benefit. Mary Cronin inquired as to any potential conflict with respect to payment since Matthew Plache is a County Commissioner. Diane stated that he indicated in his proposal that he would recuse himself and has filled out a conflict-of-interest form. Diane read said conflict-of-interest form aloud. Bill Gassman expressed concern about the deadline for getting all of the necessary work done in order to have this issue on each Town's ballots for their annual meeting in March. Diane called for a vote on whether we should have a meeting with both Montrol/RISI and Matthew Plache. The decision was 2 in favor of a meeting and 13 opposed. Rick Hiland made a motion that based on the result of the poll earlier, that the CCCDPC accept the proposal of Matthew Plache, Esq. and further authorize the Executive Committee to meet with him for this purpose. Bob Murray of Tuftonboro seconded the motion. The motion carried unanimously. Diane directed Linda to draft a letter to Matthew Plache congratulating him as well as a letter to Montroll/RISI thanking them for their submission.

6. Other Business – Chuck Fuller stated that since we are working within a budget, he would like to see a provision in the contract to address the maximum amount of expenditures. Rick Hiland stated that he would like to see a representative from each town that is on this committee attend their respective town meeting to answer questions and show support. Rick further stated that any funds not expended on the consultant can be put in the treasury of the Communications District.
7. Next Meeting – Rick Hiland said that he would like to see the next meeting scheduled to keep things rolling. Diane Jarecki scheduled the next meeting for September 7th at 10AM at the Administration Building of the Carroll County Complex.
8. Meeting adjourned at 11:00AM.

Respectfully Submitted,

Linda Mailhot, Clerk