

## Broadband (Fiber Optics) Study Committee Meeting

Meeting Minutes

Thursday, October 29, 2020

Location: Zoom meeting

Committee Members present: Kim Maxwell, Bill Brown, Libby Borden, Nina Ritson, John DeShazo, Brett Robbins, Julie Scharnberg

Other attendees: Matt Riiska, Anonymous caller

Meeting called to order: 6:06 PM

Major topics

- Minutes Approval
  - Minutes approved - Unanimous
- Agenda Approval
  - Items added at the start of the meeting
    - Funding for NBC and how to handle income and dispersants, if any
    - The need for an internal FAQ so all of us are capable of one-on-one contacts.
    - BOF instructions for Nina – brief report for Nov 10
  - Agenda approved - Unanimous
- Voter engagement – Town budget approval Spring 2021
  - Need to understand who is permitted to vote on the budget (resident, home owner, registered vehicle, etc.)
- GIS Mapping Program
  - Create a data base for all homes and businesses in Norfolk with a brief profile of each person (e.g., name, address, home value)
    - Libby and Julie to assemble initial list of addresses
  - Assign addresses to each member of the team to estimate distance from the road – Final list due no later than December 4
- Marketing
  - Distribute survey to as many town residents as possible
    - Norfolk Now full color flyer running Monday November 2
      - Survey will be accessible on website
      - Other survey responses will be sent to Town Hall and/or deposited in a box by The Hub – Due November 15
    - To parents at the school via weekly newsletter
    - Nina to direct BOF to the page after her meeting on Nov 10
    - Other

- Church of Christ Newsletter, Library, Physical flyer at post office, HUB, the Bank, etc.
  - Marketing sub-committee to have a short meeting prior to next for group meeting and present plan (including dates) at next full committee meeting
- Fund Raising
  - Federal grant \$500K (Due Dec 1) → apply to have the Hut funded?
    - Possible to provide low-cost, high speed computers connected to the Hut and available at the school (low cost zero latency terminal)
    - Kim to continue to explore feasibility of grant program
  - Discuss project with David Lehman → business plan with short form summary
  - Funding for the committee's activities
    - Managed by the town – Selectman appointee
  - Need to put together FAQ and other materials prior to seeking funding from individual donors
  - Nina to share draft of what she plans to present to BOF with Committee
- Business Plan
  - Discussion questions about long term implications
  - Critical to understand implications of 40 year town debt
    - Insurance for network and line
    - What happens if the company goes bankrupt
    - Who owns the line
    - Who is the note holder on the 40 year debt
- Road Map for Other Communities
  - Can we give other towns guidance?
    - Basic education
    - Access to meetings and business plan
    - How to overcome public obstacles
    - Write a narrative – how to; including record of questions and opposing arguments
    - What would we want if we didn't have technical expertise
  - We will review this again once we have succeeded in bringing fiber to Norfolk
- Nature and use of ToDo List (draft circulated before meeting)
  - Committee to review and provide feedback to Kim
- Upcoming meetings
  - November 12
  - December 3
  - December 17

With no further business the meeting was adjourned at 7:22 PM.

Respectfully submitted,  
 Brett Robbins  
 Secretary