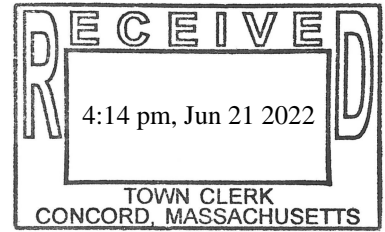


Fiber Broadband Completion Task Force - APPROVED MINUTES

Meeting Date: Jan 6, 2022

Videos can be found at Minuteman Media Network Youtube Channel:
<https://www.youtube.com/c/MinutemanMediaNetwork>



Search for: Concord Fiber Broadband Task Force

<https://www.youtube.com/watch?v=plsQmgG73ZI>

Held virtually via Zoom, beginning at 6:30 pm.

A recording is available at: https://www.youtube.com/watch?v=Mjfwkf9_iE

<https://www.youtube.com/channel/UCUk6r-j8hFwin1lwht-RViA>

Roll call Attendance

Mark Howell	Present
Gordon Brockway	Present
David Hesel	Present
Scott Hopkinson	Present
Gail Hire	Present

Other attendees: (public)

Joan Densberger

Review minutes:

Dec 9 and Dec 30 (Scott)

Review Dec 9 Minutes

David Hesel –
Date correction
Gail sent some correction.

1 comment on top of page 2.

Gail recommended re article 41 - - Gail suggested / comment on this item.

One additional edit – top – there was a fourth – could not hear who that was.

Scott move to accept – Minutes from Dec 9.

Gail seconds

Vote:

Mark Howell	Aye
Gordon Brockway	Aye
David Hesel	Aye
Scott Hopkinson	Aye
Gail Hire	Aye

Review Dec 30 Minutes

Edit and revised. Motion was made, seconded and the minutes were voted upon for Dec 30.

Mark Howell	Aye
Gordon Brockway	Aye
David Hesel	Aye
Scott Hopkinson	Aye
Gail Hire	Aye

Chairs report

Scheduled to meet Jan 13
Not meeting on Jan 20 – this committee
Special town meeting will proceed.

David not available on Jan 27. Might skip
Gail would like to meet without David.

If we don't meet on 27, we are not meeting on 20th. So we will keep on the 27 th
Feb 3, Feb 10 meetings are coming up.

Couple of quick things form Chairs perspective.
Jan 31 , Select Board to discuss ARPA funds (American Recovery Plan)
Broadband may be included.

We might have a discussion about ARPA.

Interim town manger sworn in during the Select Board.
Information was also provided regarding communication to staff.

Mark presented the following (page 3) – we operate in the lower left quadrant.
There was discussion about assigning liaison to boards.
Town Manger does not need to be involved in the normal course of work.
Lower right quadrant represents example of town citizen asking for information.

If you are looking for information, ask if information is available and where you might find it.
If it needs to be developed, who might be responsible to do this work.
When we ask for information, it is important that the supervisor and staff understand what is being asked for and created. Town manger requests, and being logged. Request for information should be routed through the town manager and logged until the liaison is logged.

Common sense has prevailed, there have been situations that it has to be elevated.
We might ask for a staff liaison so that we can know that the requests are forwarded appropriately.

Chairs breakfast on Jan 19 that Mark will attend.

Mark brought up the Town Report form Erin Stevens requesting the Jan 21, (Jan14) report.

Scott offers to send PEG report as an example (to follow)

January 6, 2022 Meeting

Jan 31 - Select board Focus Meeting on ARPA
 Sat 9 AM TM Preview meeting - Virtual Meeting

Draft Document, For Discussion Purposes Only:

<p>Select Board/ Staff Communications</p> <p>Select Board should feel free to reach out to staff (SMT, division managers) with routine questions and/ or requests for information. Understand that communicating with line staff may be problematic due to power imbalance.</p> <p>Out of courtesy: TM should be made aware of any substantive meetings with staff, and copied on any emails whose response requires a substantial time commitment.</p> <p>Select Board should not direct staff or assign work</p> <p>Select Board should not make commitments on behalf of staff to boards & committees and/ or residents</p>	<p>Boards & Committees/ Staff Liaison</p> <p>Requests for information, documents, etc. should be made directly to staff liaison</p> <p>In the course of carrying out board/ committee business, may request substantive work, which if of concern, liaison would discuss with supervisor for prioritization purpose</p> <p>TM does not need to be involved in normal course of work</p>
<p>Boards & Committees/ Staff (where no liaison has been assigned)</p> <p>Requests for information should be routed through the TMO until a liaison has been assigned</p> <p>Note: Town Clerk's Office & Senior Administrative Assistant (TMO) to be available to provide assistance.</p>	<p>Residents/ Staff</p> <p>Free to make contacts at all levels throughout the organization with issues & concerns being addressed as deemed appropriate by SMT member and/ or TM, in compliance with public records law.</p> <p>Note: Discourse/ rhetoric in some cases has become heated, causing some to feel uncomfortable, and in a few cases, concerned for safety</p>

Concord Select Board - January 3, 2022

Old business.

Scott: PEG member pointed out that 30% threshold relative to Comcast.
 (franchise fee was always a broadcast TV fee)

Scott: Discussion with Matt Cummings to get additional detail - steered to financial reports from CMLP from 2010 which are available on the web.

A.I. Comcast services.

Redacted bill reviewed that came out from PEG meeting.

Mark wanted to discuss sectioning off the parts of the report and report template.

Scott reported that he could use the RTF.

David was able to open it.

Mark spend some time on the recommendations section.

Not make the recommendations now.

Opportunity to say –flush out what kinds of things will be in the recommendations.

Gordon – saw presentation to light board.

One of the attendees thought that this was not what the article 41 was for.

Definition of what is done.

If a fiber goes past a premise and it happens to be a single family home we consider them served under today's policy. When the broadband and fiber was rolled out, the 50 different areas were not served. There is fiber in the right place allows the customer access to the broadband. If that was the definition, Concord Greene would be considered served. If the owner chooses not to subscribe then they are not served. We need to identify what locations are served or not served.

1. Third party situation. Fiber can not directly access from the right of way (street)
2. Streets that do not have fiber access due to buried power and no fiber conduit access.
3. Properties that are serviced by entities other than CMLP power and there is no right of way access.

Most of the 50 areas are not the 3rd party situation. Most are partridge lane and Phillips Farm Road. direct buried utility and not conduit available.

David discussed – HOA is the owner with elected owner representative. (?? Not sure about this ref MH)

Discussion of 3rd party – being HOA where representatives are from homeowners. There are also tenant situations where the third party is a landlord such as at an apartment who's permission is needed to install fiber.

Concord Muse – covered by Ever-source

Not able to enter the property from the Concord side via public right of way. However, it is also abutted by Town owned property, which could provide access.

Mark wanted to make recommendations relating to policies and policy changes that might create guidance (policy guidance) to connect or not connect and investments to be made in these situations.

Gordon suggest that the status quo would show a way forward for Concord Broadband to address these issues.

Mark indicated there might be a recommendation relating to governance of the broadband business. The question of that governance would be who, how and the mechanisms to do so.

Gordon discussed metrics that could be used and having good metrics that might not exist.

Mark: next policy that came to mind – there are benefits to having a municipal broadband that might include: economic vitality goals, maintaining tax base and equity/inclusion that could be facilitated by the concord broadband.

Gail discussed the access and being aware of focus on all residents vs. single family homes and equity related to broadband access.

Mark – question is this an area of additional benefits that would be from completing the primary mission.

Gordon: clearly universal access are within the mandate.

Mark discussed additional follow on work.

Mark – touched on should there be a policy on the rate of return.

If we set up the financial guardrails, as long as the business is operating with this amount of free cash flow, then go ahead and address these additional connections.

Gordon – discussed how this might be similar to the undergrounding fund this is money that is reserved, not available to be paid back as dividend.

Gordon – the light plant DOER regulation specifies dividend.

This is up to the light board.

If we get to the mid-game and the business is stable and cost go down, maybe we should lower prices.

Gail suggests that a recommendation would be that the additional free cash (profit) be applied to increase subscription and thus revenue rather than reducing subscriber fees or other use within the town.

David Those that can get broadband, each incremental individual will be more expensive or less expensive.

Mark describes that the infrastructure is built out in steps that relate to capacity, for example we have built a bridge that has 3 lanes and handle 50,000 cars, to go past that level takes another step investment to go upward of 100,000.

Mark recalled that the infrastructure design capacity could handle approximately 2500 subscribers without major incremental investment.

David and Mark discussing incremental cost if the property does not have fiber adjacent to the property.

Blackhorse development (near Thoreau Club) , due to builder planned for the fiber and it is a lower incremental cost to install the fiber.

David indicated that the latest investment cost for the fiber conduit for Concord Greene is more like \$300K than \$100K as initially indicated.

Mark noticed it is now 8:40 PM.

What should be the objectives to get the easy (better business return) to increase subscribers ?
How far into this should we proceed ?

Mark describes that this is the process and or recommendation might be here are the process to address and our recommendations for these processes.

Mark – asks for public comment.

Pam Dritt public comment:

Pam did appreciate that we did dig down to uncategorized groups.
 There are individual customers at Concord Greene cannot get because the condo board did not approve expenditure based on the survey.
 Suggest that the town work toward to help pay for the conduit to pay for the electrical service anyway.
 There will be right to charge laws to be able to enable owners to charge electric cars.
 Can we not work to get the fiber to the buildings to get access.
 Possibly charge subscribe and additional fee to cover the cost of the access.
 Comcast fees creep up over time and the only way to keep the price lower is to threaten to leave in order to get better pricing.

Mark – discussed the Town Meeting article from a number of years ago on the “right to dry”, petitioner was Peggy Brace, as an example where Town Meeting established rights for residents in properties with third-party HOAs or landlords to use clotheslines as an example of setting a standard that could remove barriers to installations.

We should consider there is a path that helps these residents.
 Rent control is similar that it favors the tenant over the landlord.

Mark and Gordon discussed a site visit of streets not accessible to broadband.

Motion to adjourn

David moved to adjourn
 Gordon seconded.

Mark Howell	Aye
Gordon Brockway	Aye
David Hesel	Aye
Scott Hopkinson	Aye
Gail Hire	Aye