

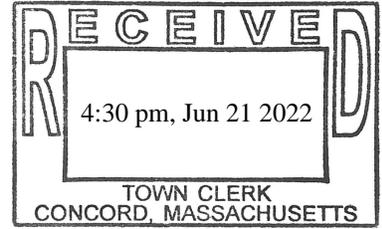
Fiber Broadband Completion Task Force - APPROVED MINUTES

Meeting Date: May 26, 2022

Chair: Mark Howell

Concord Fiber Broadband Task Force
Held virtually via Zoom, beginning at 6:30 pm.

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



Scribe / Secretary: Scott Hopkinson

Roll call Attendance

Mark Howell	Present
Gordon Brockway	Present
David Hesel	(expected to join in a bit) 6:41 PM joined
Scott Hopkinson	Present
Gail Hire	Present

Also Present:

Vince Carlson
Andy Puchrik
Pamela Dritt (6:45 PM)
Jason Bulger (~ 6:50 PM)

Review of minutes of May 3, 2022

Mark edit – live in meeting .
Clarification of names – Mary Hartman.
Last response from Mark was updated.
Gail – Terri Ackerman was wondering if there is a need for a fiber task force part two.
Added few items for when Scott had to step away from meeting.

Motion to accept May 3, 2022 minutes:

Scott moves
David Seconds

Roll call to accept minutes: May 3 2022

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

Next subject: 6:53: Chairs Report

In contact with Matt Johnson – new select board chair.
Select board put us on agenda for June 13 Select Board.
(note Scott will not be avail)
We will be ready to talk about the main issues and considerations.
Mark Howell , Wed June 8 – will not be in Concord.
Select board Monday June 13,

Mark is also planning to contact Jason and KerryTerri LeFleur
Jason Bulger created the table of recommendations table as an input.
Jason had created for tracking and presented to CMLP board.
Mark updated the table and added to the report.
The table can be found on page 8 / 9 of the draft reviewed at this meeting.
Mark invited Jason Bulger to comment.

Jason Bulger comments (on invite from Mark Howell)

Jason is prepared to meet with Mark and discuss and how to tracked and gets reported on in the future. Jason Bulger has met with David Wood and Matt Cummings on generating reports to provide to CMLP board.

Mark: commented - on the great cooperation with Jason and that the work has expanded on the response.

Scott commented that he appreciated that Jason Bulger's approach and working with this committee. Gordon also agreed that he agreed.

Jason Bulger discussed the CMLP loan to Concord Broadband:

Matt Cummings, David Wood, Kerry LaFleur -

Matt Cummings has provided the details with Jason Bulger

Jason Bulger will turn over to Dave Wood and the task force if still available how we got there.

Jason Bulger now has the files and chart of accounts.

Jason indicated that the team is confident that the accounting is separate.

Cash flow of broadband had been lumped in with the light plant.

Jason Bulger says he has the tools and files to figure out

- A) Is it accurate
- B) Where did the finance impact come from
- C) Assure that we have a long runway to pay back.

Gordon again asked could it happen again.

The people were getting one picture then all of a sudden the picture changed.

This could reflect poor visibility

Jason Bulger – fairly confident this can not happen again.

Matt Cummings is a great resource.

Jason indicated that his confidence is high to resolve and not have this happen again.

Mark has offered to help on this as the broadband was handed off between multiple systems and finance managers. So he has offered to provide institutional knowledge. Matt is really on top of things. Mark will be not be surprised if this was an error, however this remains to be resolved.

Mark felt that the original draft of the FCTF report indicated that this needed a look and needed an careful look.

Scott indicated that he appreciates that this needed attention and is now getting attention.

Mark started a review of the updated draft.

Mark updated the document to pull the most important portion to the front of the document. The executive and summary and overview.

Review of page seven (Executive Summary and Overview)
Mention of restatement of financials.

Then follows the Recommendation Summary Table.

Mark pointed out that his was more summary and Jason Bulger's was more organized form columns to track progress.

Discussion on ARPA funds and affordable housing plans for Concord Fiber.

Further discussion of the table.

Follow up discussion to text beneath the table. Mark indicated some are strong recommendations.

Discussion and addition of direction related to service offering to or through land lords. This paragraph was added at approximately Page 50 (below page 49). This paragraph started with "**CMLP's Broadband service marketing effort should include messaging specifically design to inform rental property owners....**" Generally, rental units should be treated the same as single family in terms of CMLP investments in installation-related costs.

Discussed data in the appendix that was from 2010 .

Gordon found the 2020 census site and Mark said that it is not the same data. Task Force decided to leave in the 2010 data as an example of data that could be helpful.

Scott recommended: two items be added to the recommendations:

- 1) Standardized financial statements including
 - a. P&L
 - b. Cash Flow
 - c. Balance sheet.
 - d. Specific report of install cost converted to capital equipment value and depreciation.
- 2) Accurate representation of subscription add / drop and take rate.
 - a. Covering from beginning of time 2013 to now on a yearly basis.
 - b. Covering a quarterly or monthly for the last 12 to 24 months
 - c. Projections forward based on the recent history.

Discussion of creating report and power point for Select Board and CMLP board.

Mark could meet next week, in June Mark is largely unavailable.

Next meeting for next week Wednesday (June 1, 2022) at 6:30 PM
David can not make the meeting and will try to rearrange.

Pam Dritt – 13 Concord Greene – Citizen comment:

Gail –had example of Chattanooga TN that had done the right way.
Pam suggested that there should be links for what the benefits are.
Scott discussed that the information for references were in the Appendix.
Gail mentioned that the Chattanooga TN information was included in the report.

Pam then discussed micro grid and smart meeting.

Don't we need to figure it out ?

Scott pointed out that the fiber plant is part of the smart metering and that the Concord Broadband is renting (like paying a toll on a toll road) to use the fiber infrastructure.
Mark indicated that one of the benefits of completion of the fiber plant includes micro grid.

Vince Carlson – Citizen Comment

Mentioned that Zoom automatically does transcript of from the meetings.
We can request the minutes and the video for the meeting.
Just as for the video file, audio file and speech to text.

Captures from the headers when people sign into zoom

Only thing it has problems with proper nouns and homonyms (words that sound alike).

You have the transcript – not sufficient for minutes.

Still some work that needs to be done.

Vince has been using the last two or three of the PEG .

He uses the narrative part not using the transcript.

Bills in house and senate will extend open meeting laws for ,
July 15 to July 31 for new process.

Andy Puchrik citizen comment:

Thanks the committee

Think that the people did a great job on the report.

Hopes there is a follow up, perhaps in one year to check on progress.

Motion to adjourn 8:11 PM

Gordon moved to adjourn

Scott seconded.

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

Meeting closed at 8:12 PM