



## Washtenaw County Broadband Task Force

April 25, 2019

8:00 a.m.

Chelsea District Library

McKune Room

221 S. Main Street

Chelsea, MI 48118

- I. Call to Order
- II. New Business
  - A. Create Workgroups – Appoint Members
    - i. Township Engagement
      - 1. Assign members of Steering Committee to serve as liaisons to targeted townships
      - 2. Identify contact/point person for interested Townships
      - 3. Complete a list of likely cost sharing partners
      - 4. Draft, assemble and share informational support materials
        - a. Template resolution of support for Township Board adoption
        - b. Q&A
    - ii. Data Project
      - 1. Develop survey instrument
      - 2. Establish timeline
      - 3. Determine survey universe
      - 4. Clarify list procurement
      - 5. Outline survey methodology (e.g. # of responses needed for validation of results, geocoding, online/US mail format)
      - 6. Plan for receipt of survey responses and subsequent data entry
      - 7. Estimate project costs (e.g. printing, mailing cost, mail prep, web site, domain name)
      - 8. Identify funding

- iii. RFP Readiness
  - 1. Identify key RFP elements to prepare for quick response
  - 2. Research grant opportunities
- iv. By-Laws
  
- B. Work Group Reporting
  - 1. Reporting Schedule
  - 2. Format
  
- III. Establish BBTF and Work Group Meeting Calendar
  
- IV. Future Items for Consideration
  - A. Engaging the prior Sub-Committee members
  - B. Appoint a BBTF Steering Committee to include
    - i. A core group from prior Broadband Equity Sub-Committee
    - ii. A representative from the County Administrator's Office
  
- V. Adjournment

**NEXT MEETING:**

**Thursday, May 2, 2019 8:00 a.m.**

**(Each Thursday until further notice)**

Chelsea District Library, McKune Room

<b>Governmental Unit</b>	<b>BBTF Liaison</b>	<b>Township Contact</b>
Ann Arbor Township		Mike Moran, Supervisor
Augusta Township	John Kingsley	
Bridgewater Township		Cal Messing & Don Stein
Dexter Township		Harley Rider, Supervisor Mike Compton, Trustee
Freedom Township		Ben Fineman Chelsea Mikel
Lima Township	Harley Rider	
Lodi Township		
Lyndon Township		Gary Munce Ben Fineman
Manchester Township		Lisa Moutinho, Trustee
Northfield Township		Marlene Chockley, Supervisor
Saline Township		
Sharon Township		Chelsea Mikel, Clerk James Sewell
Sylvan Township		Tom McKernan, Supervisor
Webster Township		John Kingsley, Supervisor
York Township		
Grass Lake Village	Lisa Moutinho?	
Grass Lake Township	Lisa Moutinho?	
Norvell Township	Lisa Moutinho?	
Waterloo Township	Lisa Moutinho?	