I. Call to Order | Introductions
Chair Fuller called the meeting to order at 8:00 a.m.
Present:
Don Stein – Bridgewater Township
Mike Compton – Dexter Township
Jack Knowles – Scio Township
John Kingsley – Webster Township
Craig Maier – Webster Township
Barb Fuller – Sharon Township
Melanie Bell – Michigan Broadband Cooperative (via telephone)
Donna Draper – Lima Township Resident
Sue Waters – Webster Township Resident
Lisa Moutinho – Staff Support/Manchester Township

II. Public Comment
Donna Draper commented that she was here to get information on better internet accessibility in her community. Her current speed is 768 MB/s.

Sue Waters commended the group for their work. Added that she has educated herself, in part by reading the Broadband Subcommittee report – it is well written and needs to be shared more broadly with the community. She sees that Lyndon Township has done a good job with their broadband efforts. There are also a lot of concerns about 5G, scientific evidence indicates there are reasons for concern, she’s working to share this information with others – believes that a wired, not wireless system is the best way to provide broadband to our communities.

III. Approval of Meeting Minutes
A. September 19, 2019
   Approved as presented (Kingsley/Knowles)

IV. Approval of Agenda
   Approved as presented (Knowles/Compton)

V. Action Items
A. 2020 Meeting Dates
B. 2020 Meeting Location
2020 meetings will occur on the 2nd Thursday of each month, 8-9 am, preferably at the Chelsea District Library. Lisa to confirm with library leadership.

VI. Workgroup Updates

A. Data Collection Workgroup –
   i. Survey Distribution via Twp Winter Tax Bills
      a. Deadlines for Board review of survey
      b. Interest in having a BBTF Member attend Township meetings to explain project, express appreciation for their help

-Met with Merit at the Moonshot event, discussed budgetary issues, asked to itemize so we’re accurately comparing information/services – waiting to hear back from them- will email and ask for response in time for review at 10/17 meeting.

-Draft survey nearly ready to go to group, Lisa will send when received/finalized
-Lisa needs to develop a timeline, so we stay on track
-Should tax bills be our first pass, then countywide survey second?
-Lisa needs to call participating townships to:
   - Gauge interest in participating in survey
   - Will they send with tax bills?
   - What is the best way to get this to them?
   - What is their deadline for getting the surveys to them?
   - Who processes mails their tax bills?
   - OK to have a box in their offices for results BBTF will pick up

-Dexter Township expressed concern about the tight timeline of getting their board to approve survey and still have time to include in winter tax bill mailing – the group informally discussed that those townships who are uncomfortable or unable to include survey in tax bill can be dropped from the first round survey and be included in the second pass

   ii. Project Management
      a. Project Scope Narrative
         Will be sent to group with draft survey
      b. County Procurement Policy/Contractual considerations
         County will handle RFQ for survey/data collection
      c. Inviting Merit and Ginsberg Center to respond

VII. Report of the Chair

VIII. Next Steps | Deliverables

IX. Announcements

   A. Lyndon Township Update – Gary Munce
      Table to October 17 meeting

Melanie updated the group on the Merit Moonshot event- good information, good group of people assembled. Lisa will send links to information, how to join Merit, learn of future educational opportunities, etc.

X. Adjournment

The meeting adjourned at 8:48 am (Maier/Knowles)
NEXT MEETING:
Thursday, October 17, 2019
Chelsea District Library, 2nd Floor Large Study Room