Meeting Minutes
Thursday, October 17, 2019
8:00 – 9:00 A.M.
Chelsea District Library, 2nd Floor Large Study Room
221 S. Main Street, Chelsea, MI 48118

I. Call to Order | Introductions
   • Chair Fuller Called the meeting to order at 8:02 am

Present:
Barb Fuller Chair – Sharon Township
Don Stein Bridgewater Township
Jack Knowles Scio Township
Mike Compton Dexter Township
Craig Maier Lima Township
Gary Munce Lyndon Township
John Kingsley Webster Township
Jason Maciejewski County Commissioner/District 1 (via tx)
Shannon Beeman County Commissioner/District 3 (via tx)
Melanie Bell Michigan Broadband Cooperative (via tx)
Ben Fineman Michigan Broadband Cooperative (via tx)
Lisa Moutinho Staff Support/Manchester Township

II. Public Comment –
   • No public comment

III. Approval of Meeting Minutes
A. October 3, 2019
   • The minutes of October 3 were approved as presented (Knowles/Stein)

IV. Approval of Agenda
   • The agenda was approved as presented (Knowles/Compton)

V. Action Items
A. Authorize RFQ/Scope
   • Moved/Knowles – Second/Maier
   • Discussion surrounding 3 components/can we choose more than one
     vendor to perform different components? Consensus, yes
   • Discussion on possibility of doing 2 separate RFQ’s, one for website
     design/speed test and one for mailing/printing. No action
   • Suggestion to modify by adding clarifying language that respondents may
     quote all or part of RFQ
• Friendly amendment/Fineman- Agreement that it’s ready to go w/modifications, no further approval of committee needed
• Amendment accepted by Maier – voice vote, unanimous approval

B. Authorize Survey
• Amended survey presented to group- currently 3 pages, but will be formatted so it’s one page/front and back
• Concern expressed about respondents understanding speed test - up/download (technical knowledge required?)
• Others commented that not everyone will answer every question, so we will take whatever information we’re provided and go with it
• Suggestion to be sure that we’re tracking unanswered questions
• Suggestion to add a line next to the ‘learners in home’ questions so we can track number of learners
• Requests to recategorize some of the questions, putting the following questions nearer to the top of that section:
  o Working from home
  o ‘Education’ instead of ‘training’
  o ‘Tel/Medical Resources’ instead of ‘music’
• Comments that the answers to these questions also provide insight on quality of life, current speed available to respondents, etc.
• When will scantron version of survey be available? Melanie will check.
• Consensus on survey, with suggested changes achieved

i. Necessary to survey Lyndon Township?
• A discussion on Lyndon Township being included in survey:
  o They are already moving on their broadband efforts
  o They have already collected information
  o How will a new survey be perceived by their residents?
  o They will not be eligible for the grants this group is applying for
  o Agreed via consensus to remove Lyndon Township from the survey pool
• Gary mentioned that the Broadband Subcommittee’s final report indicated they encouraged ‘Support Lyndon Township’ and asked for a future conversation on what that will look like, how that will happen (Table for a future meeting)

C. Appoint RFQ Review Workgroup
• Need a group to review the responses from the RFQ and recommend a vendor or vendors to proceed with the survey.
• Barb suggested Melanie Bell, Ben Fineman, Mike Compton, Gary Munce, Lisa Moutinho and herself. All nominees agreed to participate – Lisa will coordinate a meeting for review of responses.
• Jack asked about scoring criteria – Gary has a matrix that Lyndon used, will work to modify it to meet our needs and then use that for scoring.
VI. Workgroup Updates
A. None Received
   - Commissioner Beeman shared that she was in Washington D.C. last week and one of the offices she visited is overseeing federal broadband grants. It seems there will be an increased focus on funding this initiative, nation-wide. She will share information as she receives it.

VII. Report of the Chair
A. Tax Bill Considerations/Challenges
   - Mike – We’ve already exceeded Dexter Townships timelines for including the survey in their tax bills
   - John – Webster Township could approve at a special meeting on 10/29, but needs scantron version – timeline is possible, but improbable
   - Jack expressed concerns that township residents may have, with townships participating in a countywide initiative
   - Shannon reminded the group that properties with escrowed tax accounts are a challenge – not all homeowners open their tax bills
   - Informal consensus that the window of opportunity for survey inclusion in winter tax bills has closed
   - Kingsley motion: Move forward with a countywide mailing as opposed to working through townships. Second: Knowles
     - Unanimous approval

VIII. Next Steps | Deliverables
A. Method for Data Entry
   - Table to November 7 meeting
B. Number of responses needed from each township to make survey valid?
   - Melanie will check with Quello Center
   - Conversation/consensus in room seems to be around 20% - based on past experiences
   - Barb would like a target number, so we can measure success and defend our final statistics

IX. Announcements
A. Lyndon Township Update – Gary Munce
   - Lyndon Township has been at this (broadband) since their first survey/feasibility study in 2016 – since then:
     - 55% of buried cable is bored on 68 miles of road
     - Status update recently send to residents
       - November 11 completion date will not be met
       - Revised schedule indicates first quarter of 2020
       - Bringing some people online now
       - Work is moving more quickly
       - Will be 3rd quarter of 2020 before 100% are connected
       - Reason for delay is enormous competition for boring crews, locally, statewide and nationally
       - Some people are disappointed, learned importance of setting expectations early on
       - Overall, they are on-target and under budget
• Suggestions as county moves through this process, there a lot of moving parts, at every stage of this process
• Reinforced that we’re (the BBTF) is doing the right thing, as it’s the only way our communities will get broadband
• Regular, weekly updates provided at www.lyndonbroadband.org

X. Adjournment
   • The meeting adjourned at 9:05 am Maier/Stein

NEXT MEETING:
   Thursday, November 7 2019
   Chelsea District Library, 2nd Floor Large Study Room