

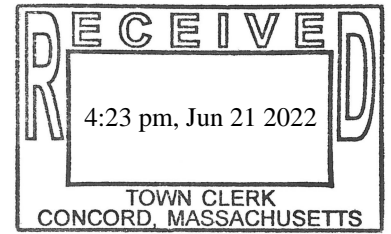
Fiber Broadband Completion Task Force - APPROVED MINUTES

Meeting Date: Feb 24, 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: <https://www.youtube.com/watch?v=yFHaDpCZwh0>



Roll call Attendance

Mark Howell	Present
Gordon Brockway	Absent
David Hesel	Absent (not present)
Scott Hopkinson	Present
Gail Hire	Present

Scott will clerk.

Attachment: distributed and updated version of the reviewed section 4 is attached to these minutes.
Attachment (in this document) : email sent by S. Hopkinson to committee regarding
Mason Public Utility District in Shelton, WA
Attachment (in this document) : preliminary analysis of lost concord broadband revenue due to Covid.

Other attendees:

Pamela Dritt
Jason Bulger - acting telecom (CIO ,and acting manager for broadband and telecom)
Andy Puchrik
Terri Ackerman

Chairs report:

Two minutes pending – still coming from Gail and Gordon
Mark will be traveling Sat to Tues and will post a generic agenda for next week.
Scott will be out for the March 10 meeting.

Meetings: Thursdays in March

Skip 17 th.
Skip 31 st.

Discuss the enterprise budget meeting. March 17 7PM – Enterprise Budget Hearing

(posted on the town web site)
Discussed that town warrant was received by mail from folks.

Next week, look at the forecast for the enterprise budget next week in our meeting.
May possibly create a comment for enterprise budget meeting.

Mark: our committee may have impact on input and discussed in the Enterprise Budget Hearing
Mark: noted that the Enterprise Budget Hearing is typically the only public input is solicited for enterprises as the Enterprise Budget is typically on the consent calendar on the town meeting agenda.

Scott asked about the key dates for our report development.
Possibly public input for the work we are doing.
Tonight and two more meetings before the Enterprise Budget Hearing to consider announcement.

Target - schedule described Mark

Target to complete first draft / working copy by end of March 2022.
Update revisions / major revisions.
Second draft (final) by end of April.
Giving us the month of April to meet with CMLP board and other, possibly select board and possibly reviewed.
Content would be made known and get feedback
Final submission would go to the Select Board.

Tonight – go into the recommendation sections and some sort of recommendation that the task force might recommend. This draft was done by Mark himself and the basis for the discussion and what we might recommend. Know areas to possibly add are such as marketing recommendations. Goal was to work backwards and consider supporting materials to make the consumables of the recommendations and report.

Scott – comment positive about the approach.

Item 5: on agenda – discuss what had taken place in the select board process – allocation of ARPA funds. Mark had one thought – (no math done), there does seem to be a lot of support that the ARPA funds should be directed into the town processes to address revenue loss as a result of Covid. We saw that the installation rate went to zero for 2020 and 2021. Discussed revenue lost due to decreased installs. Quick review of spread sheet suggested that this represents \$175K (see spread sheet – with and without 300 installs per year for last four years) over the last four years, particular the last two.

Discuss recommendations or deployment such as vibratory plow used in Mason Public Utility District in Shelton, WA as described in email from Scott last week (included below).

Discuss draft recommendations – Policy Position Discussion

Section 4 starting with policy position for CMLP.

Discuss of Policies section.

Discussion of who the benefit is, being the customer.

Discussion of 3rd party elements and situation of 3rd party within the policy section.

Concept and value of strengthening the notion of universal access.

This policy formally approved by LMLP board or even Town Meeting
There is an example of the sustainability committee codifying this at Town Meeting.

Discussion of Section 4 continues with live edit of the document by Mark.

Note: updated version of the section is attached to these minutes.

Gordon Brockway – discussed article 41 described goal of universal access.
Gordon – discussed universal access intent of the article 41.
Group discussion on the true meaning, charge and intent of article 41.
Scott reminded that recommendations and policy recommendations.

Discussion about expanding outside the service area.

Gail discussed fiber being made with glass and transfers light.
Wired and wireless uses a lot of specialized materials that are dug out of the ground,
and after a few years get's tossed. Fiber is a more sustainable material.

Discussion of public safety and resilience.

Section B: Recommended Metrics for Tracking (discussion)
Mark reviewed the various recommendations
(see the document which was edited and attached).

Business fundamentals should be evaluated every five years.

Regarding addressing expansion beyond CMLP service area. Mark suggest that this is out of the scope and focus should be on within CMLP.

Discussion of universal access and possible must serve policy for broadband.

Discussion about take rate and subscribers.

Try to be conservative about what will be available from a funding perspective.

Discuss the notion of looking at:

1. Areas not served, grouped into 52 groups.
2. Categorized the various and possibly assign estimate (wide range) of cost to add service.
3. Sum the cost to add services for all the locations identified in #1 and #2.
4. This in turn can be contrasted against business model and recommendations from committee.

Discuss betterment and extended commitment from customer when the installation cost to CMLP is higher.

Time note: 8 PM

Highlight sections on

Section C: Governance

Who does what responsibilities.

Moved out of territory to section about offerings.

Business Return – might provide guidance of 0 to some % and proper reserves.

First call on return
Allocation to marketing, growth, capital expansion.
Also about market share.

Mark comments on take rate.

1,552 current subscribers as of Nov 2021
6,131 possible

Discussion regarding key issue relating to how far along the curve to saturation in the Concord MA specific market. Decline in installation may be indicating that the saturation rate. Discussion that a survey of non-CMLP broadband customers indicating how many customers may take the service.

There is a maximum take rate assumption that there is the business plan. There should be metrics and reporting that this should be managed against this saturation level. The challenge is determining what the saturation number is for Concord.

Gail raised the issue about what about making sure everyone has access not just if there is a financial support for that access.

There should be a strategic business planning that address the issue of market saturation.

Discussion about cell back-haul business that need fiber connection to support cell.

Gail and Scott thanked Mark for putting items together.

Gordon liked the session – keep doing this kind of thing.
Time to focus on the report.

Mark does not mind building out more of these areas.
Any input by Tuesday, he will incorporate by Thursday next.

Discussion of problem statement and Analysis of Un-served Areas and Premises.

Discuss about the possibility of prioritization of installation in order to maximize revenue which can increase resources to extend Concord Broadband.

Ask from Mark

Think about what is missing or needs to be modified.
Think about writing the rationale and background for these sections.

Mark will publish a generic agenda for next week.

Beginning to inform sections and sections and contribute to each other.

Public comments:

Pamela Dritt – urge us to put a nod to being a universal public good.
Many people focus on the financial side of it in order to deny it from happening.
Would like to have the positive light.
Also related to sustainability initiatives.
Some people consider that Comcast – provide better product at a better cost.

Gordon – some quality metrics – such as outages and service quality

SLA

Would like to have broadband as available as electric services.

Mark – agreed we should consider these metrics.

We could consider day to day metrics.

Perception of unreliable service will impact customer growth and retention.

Motion to adjourn (after 1 hour 50 minutes)

Scott moved to adjourn

Gail seconded.

Mark Howell	Aye
Gordon Brockway	Aye
David Hesel	not present
Scott Hopkinson	Aye
Gail Hire	Aye

Email discussed above.

----- Forwarded message -----

From: **Scott Hopkinson** <cajunswitch@gmail.com>
Date: Sun, Feb 13, 2022 at 8:19 AM
Subject: FYI - - direct burry of fiber optic cable for house to street access
To: Mark Howell <mark_howell@mac.com>
Cc: Gordon Brockway <gordon.brockway@yahoo.com>, Mary R Hartman <maryhartman7@gmail.com>, David Hesel <dbhesel@me.com>, Gail E. Hire <gail.hire@comcast.net>

Folks

I did a little more looking into this and found the following links.
Of particular interest is Mason Public Utility District in Shelton, WA

If you look at their web site they have been using and installing fiber to customers premises using a vibratory plow (ditch which).

There is a specific page about this aspect of their service including forms / release and you tube video about their work.

Couple of key points:

- 1. Other municipal broadband services offer this capability.
- 2. Direct burry of the fiber optic cable is being used for access (no conduit)

Suggest we share some or all of this with the CMLP broadband folks.
it is a great example of how another municipal broadband addresses this problem.

Take a look and we can discuss.

Scott

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Mason Public Utility District - Broadband Service Shelton, WA 98584

Some customers who are interested in getting fiber optic service from Mason PUD 3 need to install a conduit to get the communication lines to their home. A vibratory plow might be a good solution. Please call the PUD 3 telecommunications department to learn more. (360) 426-8255 x. 5882.

For questions or comments, please call Mason County PUD 3 at (360) 426-8255 or email web@masonpud3.org.

<https://www.pud3.org/>

<https://www.pud3.org/service/additional-services/pud-3-fiber-optic-network>

<https://www.pud3.org/service/additional-services/pud-3-fiber-optic-network/vibratory-plow>

<https://youtu.be/5LHObecYJwU?t=1>

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Burying Fiber Optic with a Ditch Witch 100SX
<https://www.youtube.com/watch?v=MhgVVZY2ojU>

Under sidewalk
<https://youtu.be/MhgVVZY2ojU?t=233>

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Installing Fiber Optic customer drops using the Ditch Witch R300 Vibratory Plow.
<https://youtu.be/b5aAEclM26g?t=1>

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BURYING A FIBER OPTIC CABLE! (FULL PROJECT) [4K]
<https://www.youtube.com/watch?v=KuGHlFMxwb4>
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Preliminary evaluation of lost revenue due to COVID-19

install income for each	\$	150				
Actual (from CMLP finance)						
Year	# Accounts Connected	Total Subscribers	Min new Revenue	Min Total Revenue	Total Capitalized Cost	Cost Per
2013	9	9	\$ 4,050		55,609.99	\$ 6,178.89
2014	173	182	\$ 63,250	\$ 68,650	209,666.98	\$ 1,211.95
2015	264	446	\$ 147,000	\$ 131,500	359,448.59	\$ 1,361.55
2016	325	771	\$ 247,550	\$ 306,150	467,655.96	\$ 1,438.94
2017	300	1071	\$ 336,300	\$ 516,150	308,261.59	\$ 1,027.54
2018	274	1345	\$ 417,200	\$ 709,850	342,960.58	\$ 1,251.68
2019	271	1616	\$ 498,350	\$ 887,800	188,192.27	\$ 694.44
2020	187	1803	\$ 550,250	\$ 1,059,750	85,227.02	\$ 455.76
2021	195	1998	\$ 609,150	\$ 1,181,700		
	Total of above			Total of above	Total of above	Average:
	1998			\$ 4,861,550	\$ 2,017,023	\$ 1,009.52
Possible if install rate from 2019 used for 2020 and 2021 (based on above)						
Year	# Accounts Connected	Total Subscribers	Min new Revenue	Min Total Revenue	Total Capitalized Cost	Cost Per
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2019	271	1616	\$ 498,350	\$ 887,800	188,192.27	\$ 694.44
2020	271	1887	\$ 579,650	\$ 1,063,950	188,192.27	\$ 694.44
2021	271	2158	\$ 660,950	\$ 1,240,100	188,192.27	\$ 694.44
	Total of above			Total of above	Total of above	Average:
	2158			\$ 4,924,150	\$ 2,308,181	\$ 1,069.59
Delta:	160			\$ 62,600	\$ 291,158	