

**Fiber Broadband Completion Task Force**  
**Charge**

**A. Purpose and Background**

The purpose of the Fiber Broadband Completion Task Force (FBCTF), as voted by Article 41 of the 2021 Annual Town Meeting, is to study and recommend appropriate solutions for the completion of Concord's fiber optic network, known as Concord Light Broadband, so that this network can offer broadband service throughout the Town.

A recent GIS data analysis found that 5 - 7% of residential parcels are without Fiber Broadband access, either by under-ground or overhead cable, representing 20 - 25% of individual addresses. Residents in affordable housing, condominiums, or apartments may face difficulties connecting to the Town's fiber network.

The FBCC will study alternative approaches to network completion and provide a written report of recommended actions and strategies for the Town Manager and Select Board to consider. The report will present solutions, including possible funding, for three distinct aspects of network completion, or subject areas:

- (a) recommending ways to expedite the installation of fiber-optic telecommunications utility service on the remaining 5 - 7% of Town streets that lacks such service
- (b) exploring barriers to Concord Light Broadband subscription growth
- (c) investigating opportunities for expanding fiber-to-the-home and fiber-to-the-business.

This Task Force will explore the barriers to broadband adoption in a targeted, focused effort. It will revisit the fiber completion strategy on behalf of the community. The report will provide the Light Board, the Select Board, and the Town Manager with information needed to form rational policy decisions on laying fiber to homes and businesses in Concord.

**B. Membership**

The Fiber Broadband Completion Task Force shall be comprised of seven members appointed by the Select Board. The term of office shall be until February 1, 2022, which is the target date for completion of the Report, unless extended by the Select Board.

Membership shall be as follows:

- One member of the Concord Municipal Light Board, chosen by the Light Board
- One member qualified to represent the business consumers of fiber-based utility services
- One member qualified to represent the real estate community
- One member from a multi-unit dwelling (not currently served by fiber) or Home Owners Association (HOA) board member.
- One member of the PEG Access Advisory Committee Two additional citizens-at-large, with preference given to those with expertise in Broadband or networking

The Task Force shall elect a chair and clerk.

### C. Duties and Responsibilities

The Task Force shall seek creative, forward-thinking solutions that acknowledge the existing roles and responsibilities of the Town Manager and staff of the Concord Municipal Light Plant in providing broadband services and completing the broadband deployment of the Town's fiber optic network. This work, for completion of the rollout, will focus exclusively on our fiber. (In particular, the FBCC will not study or explore cellular telephone service solutions or internet access that is based on wireless technologies, such as small cells, 5G, or over-the-air-reception devices.)

The Task Force shall hold at least one public hearing and may conduct surveys, focus groups, or other data collection methods. It is also recommended that Task Force members meet with groups such as the Concord Business Partnership, Economic Vitality Committee, League of Women Voters, the Concord-Carlisle School Superintendent, Council on Aging, and (representatives of the arts and digital media communities)

- The Task Force should research barriers to customer growth prior to developing a plan for expansion. It is recommended that the Task Force shall conduct a citizen survey to ascertain an approximate percentage of citizens who do not want or anticipate using fiber and why.<sup>[1]</sup><sub>SEP.</sub>
- The Fiber Broadband Task Force shall report their findings and recommendations in writing to the Town Manager and Select Board no later than February 1, 2022. The report shall be publicly available, and the Light Board and interested members of the public should have an opportunity to review and comment on it prior to final submission.

This Report shall be divided into the three aspects of completion set forth in Article 41 and repeated in section A above.

The Task Force may choose to explore additional issues that help to articulate the mission and the business and financial policies for expanding the fiber network and sustaining operations.

(a), "the last 5 – 7 % of streets"

(b), "barriers to subscription growth"

(c): "fiber-to-the-home (FTTH) and fiber-to-the-business (FTTB)" aka the 'last mile'

### D. Other Considerations

To foster a free and open discussion of ideas, the Task Force shall comply with the provisions of the Open Meeting Law (including keeping minutes of its deliberations), the Public Records Law, the Conflict-of-Interest Law and all other applicable laws and regulations of the Commonwealth, as well as all relevant Bylaws and Administrative Policies of the Town.