Affiliations	Name	Present
Fairhaven Staff Appointee	Derek Frates	Yes
Committee Members	Bob Espindola, Select Board representative	Yes
	Sean Powers, Chairman	Yes
	Alyssa Botelho	Yes
	Cathy Melanson	No
	Nicole Antonio	No
EntryPoint	Devin Cox	No
	Jeff Christensen	Yes
	Bruce Patterson	Yes
Recording Secretary	Kelly Camara	Yes

Minutes:

Mr. Espindola opened the meeting at 6:39 p.m.

Mr. Powers made a motion to approve minutes of August 5, 2021 and was seconded by Ms. Botelho. The motion passed unanimously (2-0).

Review/Update on Biarri /EP Design & Engineering Project:

Mr. Espindola introduced EntryPoint with their most recent information on a proposed grant opportunity. He will be attending the meeting on behalf of the Board looking for the ARPA grant funding. The town has hired a consultant for researching grant opportunities.

Mr. Espindola, Mr. Frates, and Vincent Furtado from Public Works are working with a separate infrastructure group. They will be meeting September 24, 2021, to discuss proposed projects.

Mr. Patterson's Biarri study hopes a determination on advancing will take place at the next town meeting. A second Municipal Life Plan vote will take place at the second town meeting.

Mr. Espindola stated the town meeting date is still undecided. The Select Board will decide the town meeting date at their next meeting. He believes it is pointing to the new year timeframe.

Mr. Christensen introduced Bruce Patterson from EntryPoint to speak on the engineering proposal. Mr. Patterson is working closely with Biarri and running this engineering study.

Mr. Patterson discussed the cost analysis and Geographic Information System (GIS) records that illustrate boundaries. As the study gets closer to the design, it can determine the location. The feasibility study calculated a required 4,270,000 feet of drop cable. The study is analyzing the capability of viewing routes/conduits that the cables will follow.

Mr. Patterson displayed splice enclosures that contain a pre-terminated assembly for drop cables to plug into. They have the ability determine how many homes are being served out of each hub. He can click on an individual fiber cable and view how many fiber counts.

Mr. Patterson stated they are in the process of pricing and now have an idea as to the extent of design work required. EntryPoint has the ability to download GIS shape files, which can be plugged into the town's data systems.

Mr. Espindola asked if these will be underground, pole attached or either.

Mr. Patterson detailed that for the initial design everything is underground, since EntryPoint did not have pole information, other than the backbone route. EntryPoint would need pole data from whoever owns the poles.

Mr. Espindola was concerned that underground is more expensive.

Mr. Patterson explained that over time the underground utilities would save money.

Mr. Patterson discussed cost per premise developed by EntryPoint. Massachusetts labor rates are an important factor in determining cost. EntryPoint supplied a 2-page grant document as a brief to Mr. Espindola. The document entails the company's end goals: complete community fiber optic network and an open access network. He expounded on the fact that initially, the marketplace will be created, including service provider negotiation and the creation of the backbone system that delivers the Internet Service Providers (ISPs). At that juncture, EntryPoint will have a better idea of total cost per subscriber. The goal is to connect 50-100 pilot homes. That would involve an agreement between the town and those pilot participants. These volunteers are participating in a town wide system and helping the town verify costs. It is also important to note that the project can be customized and scaled depending on what type of grant funding becomes available. The backbone system costs will not be able to fluctuate.

Mr. Espindola brought up some background. The pilot program is based on 3 huts, but they expect a total of 6 huts. Once a hut is in place, they will connect homes in proximity to that hut. He recommended a survey to determine the areas with the most interest to run a pilot. The grant consultant will advise if we should go after all 6 huts or scale down. If the town is not aggressive enough, an opportunity may be lost. The town will need to match whatever the grant provides.

Mr. Patterson expressed how pilot homes will get quality infrastructure with no internet cost for a few months. This validates the service and they have a vested interest in the full network being available throughout town. These community members will be the voice that advance the project forward, instead of elected officials.

Ms. Botelho made a motion to move forward with the concept presented by EntryPoint, and for Mr. Espindola to represent the Committee in the effort to apply for pilot project grants. The motion was seconded by Mr. Powers and passed unanimously (2-0).

Action: Mr. Patterson will provide log-in information to share with the Committee members. He also stated they could email him any questions, which he would be happy to answer.

Fall Meeting:

Mr. Christensen brought up the Fall Town Meeting with Mr. Espindola. The Project will not go forward until we have a certain number of participants. Once we have the town meeting approval, the town can begin engagement and provide concrete numbers for everyone. Additionally, the Request for Proposal (RFP) is still needed for an open access partner.

Mr. Espindola clarified that the Committee needs to decide on the full project, which will need to be approved at the town meeting. Moving forward with the grant pilot may potentially happen before the next town meeting vote.

Mr. Espindola asked Mr. Patterson to go over the pilot project timeline.

Mr. Patterson stated it is a 6-month project and all items have the capacity to run concurrently. Furthermore, each item will have projected time line. His main concern entails procurement, and the RFP. Home connections should take 90 days or less.

Mr. Espindola stated the earliest to have funding will be in the first quarter of 2022. The town meeting will happen before any grants are awarded. The study by Mr. Patterson has given us a better feel for the cost, which will aid in setting expectations for residents and town hall attendees.

Grant Opportunities:

Mr. Espindola stated the Committee will discuss opportunities with the grant consultant on September 24, 2021. In a competitive grant environment, it would be advantageous to have the town match a grant. The grant consultant will guide us and prepare us for all possibilities and options. It is also in our favor that the project is scalable. The ARPA funding team can find ways to scale the project and match appropriately. If a match is not required, we could save funds for a different project. The regularly scheduled town meeting in May could potentially work.

Mr. Espindola asked Mr. Patterson to go through costs and specific goals.

Mr. Patterson discussed the specific project goals which begins with the creation of an online signup portal to initiate data collection to determine pilot installation areas. He could then have first customers connected in the next 6 months. Following this is the installation of the open access hardware/software, which is necessary to support an automated marketplace for the initial service providers and subscribers. This will cost around $33K and take around 90 days to complete. The installation of the initial fiber access locations (setting the huts) along the backbone would follow, costing $110K each (suggesting 3 would total $330K) and would take 120 days. The Installation of network switch equipment to include provider edge, core, and access to network equipment (all electronics) will range around $55K and take approximately 30 days. Finally, the installation/construction of fiber to selected pilot homes is estimated to be $2.5K each (suggesting a minimum of 50 would total $125K and a maximum of 100 would total $250K) and take 180 days. The total budget is ranges from $543K to $668K. This cost is able to be modified depending on the number of fiber access locations or pilot participants. All the above would run concurrently, with total start to finish requiring 6 months. Constructing all 6 huts would be priced at $1.3 million.

Mr. Patterson added that pilot participants have the opportunity to be an early taker with zero risk. They have the option of opting out and not participating. Mr. Patterson presented an example contract from Ammon, Idaho, which designates the legalities and responsibilities of the participants. He stated the fiber optic infrastructure belongs to the town and fiber optic utility requires member properties to pay the cost of their installation, including cabling, jumpers, optics and equipment. With the termination of the pilot project, properties desiring to join the fiber optic utility will be required to pay for their installation.

Mr. Espindola stated since they have already been successful in Ammon, Idaho, this is not a foreign concept with many unknowns. All these details would be incorporated in the grant application to demonstrate to the grantor that we have done our research.

Mr. Espindola stated he had one meeting with the grant consultant and the second meeting on September 24, 2021 will involve subject matter experts.

Action: Mr. Patterson to include all documents to the Committee for review.

Next meeting:

The next Broadband Study Committee meeting is tentatively scheduled for November 4, 2021 at 6:30 p.m.

Mr. Espindola adjourned the meeting at 7:37 p.m.