

Winchester Broadband Committee

November 11, 2011, 10AM

Winchester Town Hall

Present: Jim Hochstetter, Gary Engstrom, Dave Lull, John Grimmer. Absent: Nicholas Newton

1. The meeting was called to order at 10:01 by Jim Hochstetter
2. Old Business:
 - a. Town webpage: a section has been added to the town website. Discussed ideas to add the mission statement and committee organization along with agendas and meeting minutes.
 - b. Discuss inclusion of a few survey questions in the tax bills: plan will be to send out a separate mailing to property owners. Need to determine content and timing. Nancy will send out sample questions for input with goal of finalizing at December meeting.
 - c. Discussed the need to update the current plan document that John started: change some order of things and add more appropriate benefits. John will update and send to committee. He will also provides updates to the town website for committee mission.
 - d. Plan for establishing communication channels with "broadband buddy" at county level and other contacts we've made with North Lakeland, Marshfield Clinic. John will take responsibility for CC Marshfield and North Lakeland. Gary will send letter to Winman to establish connection. Need to add Aspirius to the list. Gary will find out contact. Also need to add VDEC and "broadband buddy" contacts to any communications.
 - e. Creation and adoption of Broadband Forward ordinance: general feeling is that a formal ordinance is not needed. We will adopt a TeleCommuter Forward resolution instead. Jim will send out to the committee and John will take it forward to the town once approved by committee.
3. New Business
 - a. Discuss/Adopt formal committee mission, structure and general plan: Nancy proposed the following for the mission and structure:

Mission:

 1. Identify, promote, facilitate and accelerate improvements to broadband in Winchester
 2. Collect and maintain comprehensive information on the state of broadband in households and public gathering areas in Winchester
 3. Analyze internal data to indentify areas negatively impacted by lack of availability and quality of broadband services in Winchester

and identify areas of improvement

4. Report to stakeholders on the current status and improvements to broadband services in Winchester
5. Facilitate and accelerate improvements by identifying and pursuing public and private funding opportunities to improve infrastructure through partnerships with private broadband providers thought the most efficient process.

Committee Details:

- Up to 7 members
- Appointed by the town board
- Term: End of project
- Meet 4th Thursday of the month at 10AM
- Subcommittees
 - o Information/data management & analysis
 - o Marketing and Outreach (surveys, presentations etc)
 - o Operations - write and submit grants

The committee agreed to adopt the mission and subcommittee structure for now.

- b. Commitment from committee members to take charge of a piece of the overall plan based on their strengths: Jim nominated Gary to oversee the Operations portion of the committee. Names were mentioned for the Marketing & Outreach subcommittee. All members present will reach out to those mentioned to see if they would be willing to help.
4. Correspondence or other items
 - a. Dave mentioned that he has a contact for grant writing consulting who knows the ins & outs of telecommunication rules for WI and the PSC. This may be a resource for the committee. He also mentioned that he had an updated price of \$38.5/mile for FTTH.
 - b. Next round of grants is starting 12/1 and ending 2/1. Gary will get details to begin analysis of what data we need to gather. This round is too soon but will give the committee guidance on what needs to be done.
 5. Due to the holidays the next meeting date was set for December 16, 10AM at the town hall.
 6. Meeting adjourned at 11:32.