

**Link to the editable version of the revised RFP:** [https://1drv.ms/w/s!AvMaYtZT1ZgLkwMdMZ7y\\_X5EFLFL](https://1drv.ms/w/s!AvMaYtZT1ZgLkwMdMZ7y_X5EFLFL)

**Meeting Recording:** [Broadband Task Force recording 08-11-2021](#)

**Attendees:**

Sally Greene  
Jim Northrup  
Patrick Abele  
Earl McKee  
Catharine Rice  
Michael Harvey  
Kathy Zopfi  
Doug Noell  
Travis Myren  
Jim Northrup  
Victoria Deaton  
Patricia Hull  
Todd Broucksou  
Keith Conover  
Terri Buckner  
Paul Cardillo  
Sally Kadle

Marilyn Carter  
Tony Blake

**Action Items:**

- Michael Harvey to provide synopsis of permitting/service levels presented at meeting
- Group is okay with including language in RFP to inform vendors about businesses in the area
- Terri/Catharine will clean up matrix 8/12 and send to the group for review at next meeting (8/25)
- Add agenda item for Victoria to present training updates at next meeting (8/25)

**AGENDA August 11, 2021 @ 5:30 PM**

5:30 PM Welcomes and introductions - Greene/McKee

5:33 PM Approve Minutes (July 28, 2021) - Greene/McKee/Group

5:35 PM Permitting Update/Service Levels – Michael Harvey

5:45 PM RFP Discussion - Greene/McKee/Group

6:15 PM RFP Matrix Ranking - Greene/McKee/Group

6:45 PM Durham Tech Training Update - Deaton

6:50 PM Old Business/New Business/Housekeeping - Greene/McKee

7 PM Adjourn

## Welcomes and introductions:

**Approve Minutes (July 28, 2021):** McKee – Doug moves to approve minutes; Todd seconds; minutes approved

**Permitting Update/Service Levels** – McKee - interested in how can streamline permitting; estimated time to complete permits; does OC or towns have any SLA for how long start to finish for permit Michael Harvey – OC Planning Dept; synopsis – some answers depend on what kind of infrastructure talking about; if optic fiber to be extended to properties, not going to need zoning permit on OC Planning; Health Dept Well and Septic to make sure fiber won't interfere with septic; no building permit requirement unless connection to house requires upgrade to electrical of the home; within municipalities no zoning permit but will need to coordinate with municipalities as it relates to town/city rights-of-way; Michael can provide direct assistance w/packet; satellite dish – no zoning permit requirement; County inspections also doesn't require permit; for towers 75' or less, simple zoning permit takes 21 days; over 75 – 99', need special zoning permit 2.5-3 months; over 200' need rezoning petition 3-4 month timeframe; co-location on existing towers 5-10 business day review process; have telecommunications consultant Jackie Hicks – looks at structural; erecting tower on county property (below 199') can be reviewed/approved by staff (Cedar Grove Park on 86 example) – must hold neighborhood meeting and demo via balloon to show what height; 700 page bill going through General Assembly – appropriations bill now

- **Questions**

- McKee: on some of the longer timeframes, is there any way to expedite the process; Michael – not right now because of ordinance requirements (balloon test for example, Planning has advertising guidelines that have to be followed so can't expedite longer term projects);
- McKee – some providers conveyed that they didn't want to get involved in long, drawn out process; if we can facilitate by using contacts to do regular check-ins, etc; for fiber project, no right-of-ways; Jim – google putting up comms huts in Carrboro; town provided specs on what those huts should look like; huts will have a zoning permit process (21 days though often faster) but can be simplified;
- Terri – can you talk about what's involved with DOT/Piedmont/Duke process (where most of the fiber will be located) – 3<sup>rd</sup> encroachment agreement, ~30 day approval program; reserve a slot on the agenda of every DOT committee meeting; Duke and Piedmont have their own concerns that would need to be addressed but Michael has found them to be good to work with; most vendors said their line would be buried – would need to get an encroachment agreement for that situation; will provide a memorandum by 8/16 (can be shared with anyone but doing specifically for Task Force) but is happy to answer any questions

**RFP Discussion** – Greene/McKee/Group Jim – will defer to Catharine because she did most of the work; rationale – CR looked at questions and tried to remove duplicates and simplified it; clear and concise; Jim interested in what group has to say about it; spoke with Finance and Legal but they haven't reviewed it yet, will add on their parts before releasing; CR – tried to include questions asked in vendor meeting; rating matrix is important and is what really needs review; tried to list categories that stood out;

- Pat Hull –rating on weighting system needs focus;

- Terri – issues => low cost option – what do we mean by that; will we accept lower capability; re: economic development – don't ever talk about business rates, all about residential (matching funds from businesses?);
- SG – talking about businesses run out of the home? Concurred weren't talking about commercial areas, just residential;
- Terri - example of businesses - Cedar Grove Blueberry Farm, Auto Repair shops; vendors would want to extend services to businesses;
- Paul Cardillo – Spectrum wasn't able to offer business rates until infrastructure was laid (cable, for example) then later offered rates; residential first then business if infrastructure allows;
- Jim – ask vendors to provide schedule of rates (residential and business);
- Terri – it's to our advantage to tell vendors that there are businesses in the area
- Jim – can make zoning maps/zoning info available to vendors upon request, can incorporate them into (Brian) RFP (maybe overlay);
- CR – right now just asking vendors to describe what low cost options might be; vendors said they don't even offer 100/100 (they offer 200/200); vendors need to spell out what their low cost options are; CR – companies that don't "data cap" or "meter" will be rated higher;
- Jim – any special programs if you can't afford to pay full rate? Has to be 100/100;
- Jim – comment about matrix; will be "how do we evaluate"?; do you offer a low cost plan at 100/100 with no data caps or metering?

**RFP Matrix Ranking** – discussion of changes or fine tuning; scoring – include a guide; then reconvene (when ?); Catharine will be out of the country starting 8/20 for next meeting; available via email but 6 hour time difference

**Durham Tech Training Update** – Deaton – completed basic research at college to be able to present to dean and other employees that're developing curriculum support; do have a course in fiber optic technology so wouldn't have to develop it from scratch; prepares a student for national certification; as long as 16 weeks, as short as 10 weeks; meet with team put together, reviewing capacity, demand and partnerships; already have electrical line fiber optic technician course; possible to set up to receive high school students; will move forward and come back with more concrete details by next meeting

**Old Business/New Business/Housekeeping** – Greene/McKee – no old or new business to discuss before adjourning

**SG:** Appreciate all the work Catharine, Terri and Jim have done!!

**Adjourn** – 7:05pm