

<b>MEETING AGENDA / MINUTES</b> For <b>February 27, 2023</b>	<b>JOINT BROADBAND REVIEW</b> <b>AD HOC COMMITTEE</b> for <b>BRUSSELS, UNION, GARDNER, &amp; FORESTVILLE</b> <i>Door County, Wisconsin</i>	<b>LOCATION</b> <b>B.U.G. FIRE STATION #1</b> <i>1080 Cty C, Brussels, WI 54204</i> <b>TIME: 6:00 p.m.</b>
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**1. Call Meeting to Order:**  
 Meeting was called to Order at: 0:00 p.m. by Chairman Jon Koch.

**2. Establish a Quorum ~ Roll Call:** (P=Present, A=Absent, E=Excused, VC=Video Conference, PC=Phone Conference)

1.	Jon Koch / Chairman - G	
2.	Don Pydo / Vice Chairman - U	
3.	Adam Weldon - U	
4.	Kevin Fleischman - U	
5.	Jeff LeGrave - U	
6.	Stephanie Atkins – U	
7.	Joe Wautier – B	
8.	Joel Daoust – B	
9.	Dean Gerend – B	
10.	Roy Englebert – F	
11.	Jason Rouer - F	
12.	Chris Sampo - F	

**3. Members:** Jon Koch, Kevin Fleischman, Adam Weldon, Joe Wautier, Joel Daoust, Dean Gerend, Don Pydo, Jeff LeGrave, Stephanie Atkins, Roy Englebert, Jason Rouer, Chris Sampo

**4. Others Present:**

**5. Adopt Agenda / Properly Noticed:**  
 Motion by: Second by: to adopt the agenda. Motion carried.

**6. Correspondence:**

**7. Public comment:** (Limited to 3 minutes per person for a total of 30 minutes time)

**8. Approve minutes of the January 30<sup>th</sup>, 2023, Joint Broadband Review Ad Hoc Committee Meeting:**  
 Motion by , Second by to approve the minutes of the , Joint Broadband Review Ad Hoc Committee Meeting. Motion Carried.

**9. New Business (Review / Action):**

- a. Go over RFI returns from Internet Service Providers (Keep in mind, some material may be Proprietary and should not be discussed in open meeting).
- b. Discuss/setup in person/video conference interviews of ISP's (Closed Session?)
- c. Compile a letter asking for (Letters of Support) to be written for the Broadband Project from the communities.
- d. Advertisement on Facebook? Businesses? Town Websites?
- e. Financing Options, Grants, Tax Levy, Bonding, for open discussion.
- f. Select locations within our towns for specific connections, (parks, town halls, fire stations, schools, etc.) County parks within the towns targeted by County Parks Department would be Chaudior County Park, Carmody County Park, and Sugar Creek County Park at this time (County would pay for those connections).
- g. Up-date on RFP.

**10. Matters to be placed on Future Agenda:**

- a.

**11. Next meeting date: Time: Located at:**

**12. Motion to adjourn:**

Motion by: , Second by: to adjourn. Motion carried. Time:

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*Discussion and action may occur on any agenda item unless otherwise noted. Public comments will be allowed on each agenda item. This agenda is subject to changes prior to the meeting with notice.*

- ❖ A quorum of Town Board Members may attend this meeting. Board Members are only in attendance to listen and gather information. No official action of the Town Board will be taken at this meeting.
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## Meeting Minutes from January 30<sup>th</sup>, 2023

### 1. Call Meeting to Order:

Meeting was called to Order at: 6:00 p.m. by Chairman Jon Koch.

### 2. Establish a Quorum ~ Roll Call: (P=Present, A=Absent, E=Excused, VC=Video Conference, PC=Phone Conference)

1.	Jon Koch / Chairman - G	P
2.	Don Pydo / Vice Chairman - U	P
3.	Adam Weldon - U	E
4.	Kevin Fleischman - U	A
5.	Jeff LeGrave - U	P
6.	Stephanie Atkins – U	P
7.	Joe Wautier – B	P
8.	Joel Daoust – B	E
9.	Dean Gerend – B	P
10.	Roy Englebert – F	P
11.	Jason Rouer - F	P
12.	Chris Sampo - F	P

### 3. Members: Jon Koch, Kevin Fleischman, Adam Weldon, Joe Wautier, Joel Daoust, Dean Gerend, Don Pydo, Jeff LeGrave, Stephanie Atkins, Roy Englebert, Jason Rouer, Chris Sampo

### 4. Others Present: David Englebert

### 5. Adopt Agenda / Properly Noticed:

Motion by: **Jason Rouer**, seconded by: **Joe Wautier** to adopt the agenda. Motion carried.

### 6. Correspondence: Charter/Spectrum request to only do an RFP vs an RFI

### 7. Public comment: (Limited to 3 minutes per person for a total of 30 minutes time) None

### 8. Approve minutes of the January 9<sup>th</sup>, 2023, Joint Broadband Review Ad Hoc Committee Meeting:

Motion by **Jeff LeGrave**, Seconded by **Chris Sampo** to approve the minutes of the, Joint Broadband Review Ad Hoc Committee Meeting. Motion Carried.

### 9. New Business (Review / Action):

- a. Go over RFP from Sevastopol and create an RFP for Joint Committee narrative. Put Sevastopol RFP on large screen to view as changes were made by Stephanie Atkins. Changes made relative to Joint Towns information and not Sevastopol's information. Get opinion from an attorney regarding doing a Joint RFP (Plausibility) with each town saying they would use the same attorney (Randy Nesbitt) to proceed with legal questions arriving from Joint Committee. It was suggested that each town rep from the committee have their respective town board approve Attorney Randy Nesbitt as the legal counsel for representing the towns and Joint Committee.
- b. Pass along information for Town of Nasewaupee meeting January 12, 2023.
  - Information sheet **Included in packet regarding Proposal for Fiber Broadband Internet**
  - RFP Criteria sheet **Included in packet regarding Criteria for an RFP**
  - Loan Amortization Schedule (Example Only) **Sample included in packet, used for calculating costs.**
  - Project Cost Sheet for Power Point (Example Only) **Sample in packet, used for Power Point presentation.**
  - RFI returns, do we want to do interviews the same time the RFI's come back or do them separately?
  - **Will more than likely do interviews after receiving returned RFI's.**

### 10. Matters to be placed on Future Agenda: Continue working on RFP refinement. Update information to Power Point Program

### 11. Next meeting date: Time: Located at: **February 27, 2023 at 6:00 p.m. BUG Fire Station #1**

### 12. Motion to adjourn:

Motion by **Jason Rouer**, seconded by **Chris Sampo** to adjourn. Motion carried. Time: **7:45 p.m.**

