

TOWN OF ORFORD

Broadband Committee

Meeting Minutes

May 27, 2021

(Meeting by ZOOM)

DRAFT

Call Meeting to Order

The meeting was called to order at 7:00 PM

Roll Call of Committee Members

MEMBERS PRESENT: John Adams, Mark Burger, Lisa Camarra, Elizabeth Schwendler, Charlie Smith, Ronald Smith, Martha Tecca

OTHERS PRESENT: Don Buck

Approval of Minutes

There were no minutes taken at the initial meeting of the Broadband Committee on May 13th.

The following members were appointed to the Broadband Committee as of May 13th: Kathleen Landgraf, Bob Hedges, Lisa Camarra, Fran Plaisted, Jeff Thurston, Ron Smith, Kerry Swartz, Charles Smith, Martha Tecca, Elizabeth Schwendler, Mark Burger, Ted Cooley and John Adams, Chair. Lisa Camarra is Recording Secretary.

Old Business

- A. The committee agreed to use the Grafton County Broadband survey and survey reporting structure to gather data on broadband use in the town

New Business

- B.

During Town Meeting on May 27th, the sum of \$2000 had been voted to be allocated for Broadband Committee planning purposes (under Article 5).

Broadband surveys were available, and residents were able to fill them out while present for Town Meeting. Several committee members had circulated surveys during the meeting and answered questions. *Tecca* advised that 6 surveys had been returned but it was unknown how many others had been completed online. There are copies of the surveys at the libraries and town office, and there was discussion about how to reach more people - potentially doing handouts at the summer bandstand concerts; maybe having phone trees or going door to door. *Burger* is going to reach out to Rivendell officials to try to identify the broadband coverage areas and lack thereof within the Rivendell community while also trying to find the best ways for surveys to reach students families.

Grafton County's broadband committee is collecting county-wide data for their own survey until the fall. *Tecca*, *Schwendler* and other committee members will be discussing how to quantify the raw data which Grafton County is willing to share from their survey into usable data specific to Orford.

RFIs (Requests for Information) have been sent out to two known companies that supply broadband services to Town. The RFI request data from them on coverage area and upload/download speed performance data. They are: Consolidated Communications and Topsham Telephone which are the only two companies that provide broadband service in town. *R Smith* suggested Lyme Fiber be sent an RFI as well, as a small part of Lyme accessible only through Orford is served by Lyme Fiber.

Tecca has spoken with the Post Office for pricing and information on survey mailings. Information gathered includes the ability to send a tri-fold self-mailer with the addition of a QR code that could be scanned by respondents' phones in order to take them directly to the online survey. The committee was in agreement that the mailers should go out within the next couple of weeks before the end of school and members will find a date to do this.

The next meeting has been scheduled for June 10th at 7:00 PM

Adjourn

The meeting adjourned at 8:08 pm.

Respectfully Submitted,

Lisa Camarra