



**Lancaster County Broadband Authority**  
**Minutes of Board Meeting**  
**February 6, 2019**

**1. Call to Order & Approval of Minutes:** The meeting of the Lancaster County Broadband Authority convened at 4:30 p.m. in the public meeting room at the County Administration Building. Cassie Thompson, David Pere, Kevin Bean, and Gary Silverman were present along with Supervisor Bob Westbrook and Charlotte Silverman. Don Gill participated in the budget discussion. Minutes of the prior meeting were approved as presented.

**2. Discussions:**

A. We congratulated Gary Silverman and the team on the successful presentation to the Economic Development Authority and briefly discussed how to apply the \$30,000 funds in conjunction with the CDBG Planning Grant, if we are fortunate enough to get that grant.

B. Gary reported that the maximum CDBG funding has been increased for this year to \$40,000. He asked Authority members to support his efforts in preparing the grant submission. Margie is drafting an introductory statement and Cassie will help with proofreading. The submission is due Friday February 15, and, anticipating various problems and glitches, Gary plans to start uploading the materials to CAMS on Tuesday.

C. Our budget submission for the County is due February 8. Kevin Bean and Cassie met with Bonnie Dickson earlier in the week and determined which budget lines we would need. With that in mind, we talked through all the budget items. The budget will supplement the funds we have from EDA, and hopefully the funds we will receive from CDBG. The fund descriptions below assume that we will get the CDBG money.

Line Item	\$ Amt.	Detail
3150 Contracted Services:	\$30,000	Project Design (Engineering) Report
3199 Legal Services:	10,000	25 Hours @ \$400/hr.
3600 Advertising:	5,000	Public Notices in the Rappahannock Record
5100 Mileage:	1,000	10/11 trips to Richmond @.58 per mile
5540 Conferences/Education:	2,500	Registration at Professional Events
6601 Office Supplies:	1,000	Miscellaneous Office Expenses
8207 EDP Hardware:	2,000	Purchase of up to 2 Dedicated Laptop(s)
8290 EDP Software:	1,000	Quick Books and Office 365 subscriptions
<b>Total</b>	<b>\$52,500</b>	

D. We discussed the Supervisors meeting and the situation regarding Atlantic Broadband. We agreed that we would redraft the letter to Fran Bradley in light of decisions taken at the 1/31/19 BOS meeting.

**3. Action Items:**

- A. Gary will complete and submit CDBG grant application.
- B. Margie will complete and submit County budget documents with an accompanying narrative.
- C. David will sign signature card at Chesapeake Bank and make recommendations regarding work flow.
- D. Margie will redraft the letter to Fran Bradley.

**4. Schedule Next Meeting(s) and Adjourn.** The next meeting will be held at 4:30 p.m. February 20, 2019, in the public meeting room.

Respectfully submitted,

A handwritten signature in black ink that reads "Margie Arman". The signature is written in a cursive, flowing style.

Secretary