



Lancaster County Broadband Authority
Minutes of Board Meeting
November 1, 2019

1. Call to Order & Approval of Minutes: The regular 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, Gary Silverman, and Margie Armen were present. Bob Westbrook also participated and Charlotte Silverman attended as a guest. Consideration of the minutes of the October 18 meeting was deferred to allow comments to be reviewed.

2. Discussions:

A. Cassie reported that the FOIA training session will take place at 3 p.m. on December 11. It is expected to take 3 hours. She will invite the project management team.

B. We reviewed, modified and approved the slides for the public meetings to be held on November 4 and 9. Margie will update and post them. She will add a slide to cover our reasons for not participating in the VATI proposal in case anyone in the audience should ask about that.

C. Bob Westbrook indicated that there will be a work session for the Board of Supervisors at 5 p.m. on November 21. He advised that it would be helpful for us to participate to discuss our capital needs. We agreed to do that.

D. Cassie asked that we make some personal connections around the issue of finding a new director to fill the current vacancy. She indicated that the position will not be designated as Vice Chair.

E. There were additional discussions around the question of the RACI chart and the project management plan. No decisions were reached.

F. DHCD needs to meet in person with the Authority and the Project Management Team to confirm the final details of the Planning Grant. This will unlock the funds. The Authority will hold a meeting at 9:30 a.m. on November 11 to prepare for our discussion with the Project Management Team. The Project Management Team will meet to finalize our presentation to DHDC on November 25 at 7:00 p.m. in the public meeting room, and the whole team will meet with DHCD on the afternoon of December 4 or 5. That final meeting will be scheduled later, but it needs to be earlier in the day because the DCHD people are coming in from Richmond to attend.

G. Margie reported that she will be in contact with Northern Neck Electric Coop about their concerns with the Non-Disclosure Agreement.

H. Margie and Cassie have scheduled a telecon at noon on November 7 with Matt Ames to discuss our next steps with Atlantic Broadband. Matt has sent a formal engagement letter for services at his hourly rate and a maximum payment of \$4,000. This expenditure was approved previously.

3. Action Items: As noted above.

4. Schedule next meeting and adjourn: The meeting adjourned at 6:30 p.m. Upcoming meetings are scheduled as follows:

November 4	Public Meeting Survey Results	7:00p.m. Library
November 7	Regular Meeting	4:30 p.m. public meeting room CAB.
November 9	Public Meeting Survey Results	1:00 p.m. Library
November 11	Special Meeting	9:30 a.m. Library
November 20	Regular Meeting	4:30 p.m. public meeting room CAB
November 21	Special Meeting	5:00 p.m. CAB
November 25	Special Meeting	7:00 p.m. CAB
December 4	Regular Meeting	4:30 pm. public meeting room CAB
TBA	Special Meeting (DHCD)	TBA

Respectfully submitted,



Secretary