

**Jefferson County Broadband Team Meeting  
Wednesday, November 6th, 2019 @11 AM  
Old Charles Town Library Meeting Room  
200 E. Washington Street (Samuel Street Entrance)  
Charles Town, West Virginia 25414**

**Members Present: Sandy McDonald, Stephanie Grove, Ralph Lorenzetti, Ev Ehrlich, Lyn Goodwin, Todd Fagan, Jim Bowden, Patsy Noland & Jeff Polczynski**

**Members not present: Russell Burgess**

**Others present: Jennifer Wishmyer - Region 9, Bill Clark - Region 9, Mayor Helen Dettmer - Bolivar, Laura Whittington - Bolivar, Liz Cook - Charles Town**

Commissioner Patsy Noland welcomed everyone.

Commissioner Noland determined a quorum was present and called the meeting to order.

The Agenda and Minutes were approved on a motion by Ralph Lorenzetti, and seconded by Sandy McDonald motion and carried.

Bill Clark asked that the group review the RFP to make certain important items that have been suggested be included in the RFP. Such as:

- A) Determination of broadband coverage and proof of lack of coverage for potential grants; EDA, HUD, USDA, etc.
- B) Interviews with existing providers and future plans for coverage.
- C) Fiber locations and access for business
- D) Potential fixed wireless providers and review of assets
- E) Future growth and Internet needs (5 years)

Liz Cook suggested that WIFI for downtowns be included as a deliverable.

The group discussed several items on the RFP and the timeline. Sandy and Stephanie will make certain the timeline works. Once the RFP is considered complete will forward for approval of WVDO followed by the published notice.

A committee of 5 will include the two citizen members and will interview the top chosen proposals. R9 can act as adviser.

- 5) No New business
- 6) No Public comment was heard
- 7) Next meeting will be December 19<sup>th</sup> at 3:30 PM
- 8) Adjourned at 11:53am