

## Sullivan Broadband Local Development Corporation

[SullivanBroadbandLDC@sullivanny.us](mailto:SullivanBroadbandLDC@sullivanny.us)

(845) 807-0930

Michael Brooks, Chairman  
Richard Baum, Vice Chairman  
Lorne Green, Treasurer/Secretary

Robert Dufour, Member  
Jessica Dymond, Member  
Jonathan Schiller, Member  
Steve Melendez, Member

### Sullivan Broadband Local Development Corporation Meeting

January 11, 2021 4:45pm

**Present:** Michael Brooks, Richard Baum, Jonathan Schiller, Jessica Dymond, Robert Dufour, Lorne Green,

**Absent:** Brenda Parks

The meeting of the Sullivan Broadband Local Development Corporation was called to order by Director Michael Brooks as Chairman at 4:47pm.

Pledge of Allegiance

#### *Adoption of Meeting Minutes*

Director Brooks asked for a motion to adopt the meeting minutes from November 23, 2020. Motion by Director Green, seconded by Director Dufour, and the motion passed unanimously 6-0.

Director Brooks asked for a motion to adopt the meeting minutes from November 30, 2020. Motion by Director Dufour, seconded by Director Schiller, and the motion passed unanimously 6-0.

#### Discussion

Director Brooks asked Ms. Brown for an update on the status of various grants and for an overview of the RFP process. Ms. Brown stated that we filed the EDA application for approximately \$2,075,000 in funding on December 16, 2020 and we are now awaiting response from the agency. The grant would cover the cost of equipment for 9 towers. The Notice to Proceed was received from the Northern Borders Regional Commission for construction of a tower and mounting of equipment on East Broadway by the Sullivan County Landfill. A Request for Qualifications was completed for the environmental permitting portion of tower construction and will be approved at the upcoming meeting of the SC Legislature. The benefit of having a pre-qualified list of vendors is to speed up the time for solicitation of these services for multiple towers. The funding received from DASNY for the Liberty tower will take the most time to walk through the process. All requested documentation has been provided to the state with the exception of a site-specific tower and equipment estimate, which is in process. All activity related to the various grants as well as any additional County action will be subject to the County's procurement policy and competitively solicited.

The draft RFP for management and marketing of the broadband network was distributed prior to this meeting for review. Director Brooks opened the floor to the board for questions and comments on the documents. Director Brooks indicated that the RFP would be issued on January 15, with responses being due on February 17. Vendors will have an opportunity to submit questions and receive responses. Director Brooks expressed his excitement of finally receiving information that will better inform how the

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SBLDC proceeds in its rollout of the network. Director Brooks stated that the Board will have to establish meeting dates for review and award of the contract for services solicited by the RFP. Ms. Brown stated that she would send out a poll to get several dates that will work for board members as it is anticipated that the review and award process will take multiple meetings. Director Dufour asked if there is a list of targeted vendors that will receive the RFP or if it being advertised publicly. Director Brooks stated that there will be a public advertisement. Ms. Brown indicated that there is also a list of vendors that will have the RFP sent directly to them. The County's Purchasing department will be administering the RFP on behalf of the LDC. Any reference to the County were removed from the RFP document to eliminate confusion. Everything has been prepared to issue the RFP and advertise this coming Friday. There is a list of vendors available through the State which will also be receiving the RFP document. Director Dufour asked if vendors on state contract still have to respond to the RFP. Ms. Brown indicated that she believed they would have to respond based on the specific services being requested by the LDC. Director Green stated because of the specific services and dollar amount they would have to respond to the RFP. Director Dufour asked if the vendors are mostly telecom companies and Director Green indicated they would be, yes.

Director Brooks asked if Director Dufour would share information about a project BOCES has been working on with outfitting a bus to provide internet services to students that are still lacking the resource for remote learning. Director Brooks said it is a fantastic project. Director Dufour indicated that he has been working with Rolling V, Sullivan 180, and funding through Aileen Gunther's office. They outfitted a bus with workstations and internet capabilities to provide a remote learning platform for students that lack access to broadband in their homes. The workstations are being manufactured by BOCES students. There will be a minimum of 7 laptop work stations. The bus can be reserved by a school district for a day when remote learning capabilities are requires, and then students can reserve an appointment to use a workstation to complete their schoolwork. It is not a solution, but rather a public statement about the extent to which we must go to service our students. The optics will only benefit the work the LDC is doing as a group. Director Brooks said it is a great project to help our students.

Director Brooks indicated there is still a lot of work that has to be done. The Board will have to think about the name of the service for marketing purposes and establishing a rate structure. He also would like the bios for each board member to be posted on the LDC website. The bios should be forwarded to Ms. Brown.

Director Dymond asked if a motion is required to accept the RFP and Director Brooks said yes we do. A motion was made by Director Dymond to accept the RFP, seconded by Director Schiller. Director Baum stated that the RFP was still in draft format. Ms. Brown responded that the RFP will be finalized with the Purchasing department during formatting for official issuance, but the body of the RFP is finalized with the exception of a final check for grammatical errors. Director Baum asked Director Green with respect

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to maintaining equipment inside of people's homes, does the RFP have enough in it to ensure whoever we contract with will provide adequate customer service and troubleshooting services to address problems that may arise. Director Green stated that the short answer is yes. If the resident desires those services it will be part of the offering available for them to select when they sign up. These services will be a direct relationship between the provider and the customer. Director Brooks indicated that the way to look at it is the receiver on the outside of the house is the demarcation point between where the LDC responsibilities end and the customer's begin. Director Baum inquired about the procedure for adding services to the contract should the LDC discover that additional services are required for proper management of the network. Director Green said there is a mechanism depending on the threshold, but typically a simple contract modification is required. This would be done in consultation with the Purchasing department. A thorough review of the proposals and contract negotiations should identify any gaps in service at this time. Director Brooks indicated that he is confident that the RFP covers the necessary services. Director Baum would like to see some language or procedure laid out to extend the contract to include additional services as they become necessary. The motion passed unanimously, 6-0.

Director Green provided an update on the project status at the Monticello Tower site. The project is on target to begin providing a signal by the end of March/beginning of April. Director Brooks asked if there are any anticipated delays, to which Director Green indicated not at this time. Director Brooks asked if any of the board members had any additional items to add or share, and there were none.

### Public Comment

Shawn Zigmund offered public comment. He stated that resident of Sullivan County. He operates a small technology company and provided an overview of his company. He is interested in the LDC's work from a technology perspective. He is also interested as a business in receiving the RFP, though he is not sure whether he will be able to meet the requirements or not. Director Green offered to take his contact information to be placed on the list of vendors to receive the RFP.

Director Brooks told the board members to look for a poll from Ms. Brown for future meeting dates. Ms. Brown stated that once the proposals are received in response to the RFP that they would be distributed to board members and it would be advisable to provide at least one week for members to review the proposals prior to scheduling the next meeting. Meeting dates will be looked at for the first week of March. Director Brooks stated that members should anticipate having a few meetings in March.

Director Brooks asked for a motion to adjourn. Director Dufour made the motion, Director Green seconded, and the motion was unanimously carried 6-0. The meeting adjourned at 5:21pm.

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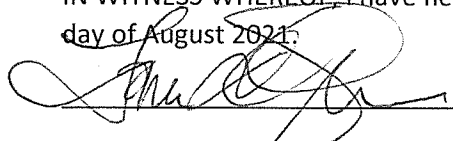
### CERTIFICATION

STATE OF NEW YORK) ss: COUNTY OF SULLIVAN)

I, Lorne Green, the undersigned, Secretary of the Sullivan Broadband Local Development Corporation (the "Corporation"), do hereby certify that I have compared the foregoing minutes of the meeting of the Board of Directors of the Corporation, including the policies contained therein, held on January 11, 2021, with the original thereof on file in my office, and that the same is a true and correct copy of said original and of such policies set forth therein and of the whole of said original so far as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that (A) all members of the Board of Directors had due notice of said meeting; (B) said meeting was in all respects duly held; (C) pursuant to Article 7 of the Public Officers Law (the "Open Meetings Law"), said meeting was open to the general public, and due notice of the time and place of said meeting was duly given in accordance with such Open Meetings Law; and (D) there was a quorum of the members of the Board of Directors present throughout said meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Corporation this 23rd day of August 2021:



Secretary to the Sunset Lake LDC