

Minutes of  
Makanda Township Board Meeting  
March 8, 2022, 7:00 p.m.  
Unity Point School

**1. CALL TO ORDER.**

**2. ROLL CALL:** Supervisor Sara Lipe called the meeting to order at 7:00 p.m. Present in person were Supervisor Lipe, Trustees Michael Holub, Debbie Stanley, and Fred York. Fire Chief Jimmy Bilderback, Highway Commissioner Ed Hoke, Clerk Regina Einig, and Deputy Clerk Dennis Leitner were also present. Trustee Clay Kolar was present via Zoom.

**3. Approval of Agenda.** The agenda was approved.

**4. PUBLIC COMMENTS on AGENDA ITEMS:**

A. Gary Heern stated that the minutes of the January 6<sup>th</sup> special meeting could not be voted on because they were not posted 48 hours before this meeting, the fire department bid could not be opened for the same reason and that funds could not be transferred from the General Assistance fund because those are designated funds. Fred York responded that there was a difference between funds that were levied for and those that those which were not. The latter are not designated funds. A lengthy discussion followed, and no agreement was reached.

B. Kate Renshaw asked how many applications we have in a month. Sara responded that on the average less than one. Kate asked how many in the last year. Sara received one application in the last year, and it had been denied. Sara didn't recall how many inquiries she has had. With so few applicants, Sara can manage them by herself. If there were more applicants, she would call on the General Assistance committee for help. The role of the General Assistance committee is to promote General Assistance.

C. Jim Renshaw asked why we couldn't vote on Agenda item 10.A. (Discussion of designation of Township FOIA Officer). Sara stated that the Clerk is usually the FOIA officer since the clerk has the records of the Township. Dennis Leitner reported on a quick survey of TOI Townships from the TOI website and found that Township Supervisors, Clerks, Trustees and even citizens with no office are serving as FOIA officers. Jim also asked why there will not be a vote on retaining an attorney for the township (item 10.C.). He suggests that soon, we will have a need for the services of an attorney. He also asked that if the citizens would get to see the language for the parameters for the Fire Department capital fund. Sara said such information is available in the Township minutes in March through June in 2009.

D. Jill Adams noted that effective June 30, 2021 statute 60 ILCS 1/85-65, which governs the General Assistance funds, states that the fund cannot contain more than 2 ½ times the average amount expended from the fund in the prior three fiscal years. Jill said it seemed unreasonable for a new law to take effect that you can spend the money on anything else and can't transfer it, but you can't have it in the fund.

E. Jim Renshaw reported that he had talked to Jerry Crabtree at TOI that there is a difference between GA funds that are levied compared to those that are not levied and that we should seek advice from our Township council. Clay suggested that we get a written statement from Mr. Crabtree if we are going to base a statement on what he says.

F. Gary Heern commented that any response from Jerry Crabtree, TOI Executive Director/CEO, is prefaced with the comment he is not giving a legal decision and we will need to see legal counsel.

G. Dan Chester commented that TOI is not legal counsel; it is just an organization. Dan suggested we seek legal counsel on whether we can transfer funds from the General Assistance Fund to a Building Capital Fund.

**5. APPROVAL OF MINUTES:** The February 8, 2022 Board minutes were approved as posted.

**6. FUND BALANCES AND REVENUE. See Attachment One.**

**7. APPROVAL OF BILLS BY FUND:** See Attachment One.

**8. REPORTS:**

A. Fire Chief Jimmy Bilderback reported that in the last month they had nine EMS calls, one fire alarm, one mutual aid, one service call, and four brush fires for a total of sixteen runs. The department has seventeen volunteers. After his report he was asked by Clay if we had any live-ins and answered no. He said he had four trainees now, not making runs yet.

B. Highway Commissioner Ed Hoke. (See attachments 2 and 3.) Ed added that he had just gotten permission from Jackson County to reduce the speed limit on Wagen Wheel Road to 25 m.p.h. We have received \$5,000 to remove dangerous trees and improve access for emergency vehicles. Aaron's Tree Service, a local provider, will be doing the work. We had a big snow and ice event and are continuing to clean up after it. Anyone aware of existing problems should contact Ed. There have been several washouts due to the heavy rain. One bad one was on Heather Lynn Lane and another on North Springer Ridge Road. He will be adding an item to the agenda next time to declare the two lots on Halliday Drive as surplus. He has the appraisal available now.

Chief Bilderback then interrupted to say that when the bid is opened for the SCBA equipment, he will have another bid for extrication equipment to be posted.

C. CWPP – given by Supervisor Lipe. CWPP is working with Southern Illinois Prescribed Burn Association to liase with Union Hill subdivision and address some fire risks. CWPP also has grant money available to send out a flier regarding the address signs.

D. Supervisor Sara Lipe gave the following report:

1. Worked with Diederich Insurance to obtain a general liability insurance quote that would include bonding Regina.
2. Mike Holub announced that he will no longer be donating his salary as of March .
3. March 31, 1-2 p.m. is a webinar “How Leaders Can Maximize New Resources to Solve the Opioid Crisis.” Anyone wishing to attend this workshop should email Sara at supermakanda@hotmail.com.
4. September 15, 6-8 p.m. is a TOI Educational Workshop at the Carbondale Township office.

E. Assessor's Report. John Dickson was not present, but Sara reported that there will be an assessor's meeting on Thursday, and he wants to get parcel splits at that time.

F General Assistance Committee. Chair Debbie Stanley. (See Attachment4.)

F. Broadband Committee, Chair Mike Holub. (See Attachment 5.) Before Mike began his remarks he introduced Robert Henderson of the Jackson County Broadband Steering Committee to report on his time with that committee. Mr. Henderson said that Jackson County was one of six entities in the state that were approved in the first round of applicants for the ConnectHumanity grant. The state has over four hundred and twenty million dollars available for broadband expansion and the Jackson County board has, with a bipartisan vote, decided to allocate all its ARPA (American Rescue Program Act) money, which is somewhere over five million dollars, for broadband expansion in the county. Our county was selected for this program, and we are undergoing fourteen weeks of training. Each week is a two-hour webinar with experts specialized in training municipalities and townships in all the preparation needed to go forward. Our township has poor broadband service, The new speeds that the FCC is going to recognize for the grants is 100 megabits download and 20 megabits up. Maps show that this hardly exists in the county, much less the township. I am handing out a pre4ss release that goes into more detail. The main thing I want to bring out tonight is to encourage everyone to go to the Illinois Office of Broadband website and click on the interactive map, run the speed test, and if it doesn't match with what you think you should have, you can fill out a form there to contest that. They will investigate and update the broadband maps. This is critical because the current maps are created on information by the companies, not reality. The way it has been done is if one house in a census block reported a high speed, then that block was rated at that level. There will be a survey coming out in the next week or two. Finally, there is a Senate bill, SB 3683, that forbids municipalities from obtaining grants for broadband. Comcast is behind this bill. It would prohibit funding for underserved areas and allow funding only for unserved areas. So, if an area had no provider, Comcast would come in and provide service. It will probably not pass but it is a concern. Refer any questions to Robert after the meeting.

Michael described how his committee was notified that they had made it into the second round and were scheduled for an interview. On February 22<sup>nd</sup> we had the interview via Zoom. We performed like rock stars; we left the meeting feeling very good about our efforts. Dennis presented very professional illustrations on Zoom, and we were very well prepared with statistics to back up our appeal.. We were very hopeful but had no idea what would happen. On March 4<sup>th</sup> we were notified that we were on the awardees of this grant. All we know is that we were awarded the grant. No other details have been received. See attachment five for the list of what the grants includes. How much is it worth? It is worth what it will cost to do everything on that list. This is the first step. After that we will probably align with Jackson County or pursue other grants to implement the plan.

Dan Chester reiterated that we have no cost in this stage of the plan. If the grant were not providing all the preliminary work, someone like ClearWave would do it and probably charge u \$100,000. He is already looking into funding sources for the implementation stage.

Michael expressed his pride and gratitude to all the committee members. The public gave a round of applause.

9. Jim Renshaw added that when we acquire highspeed internet for the Township, we will own that infrastructure. That means we can negotiate with providers on cost to the individual homes, maintenance of the lines, and so on. That will be a real win for the township.

G. Building Usage and Planning Committee, Jim Renshaw. The building committee met and had full consensus on the need for space for township officers, record storage, and meeting space. Individual members came in with ideas about how we can address this. We don't have any specifics to report yet, but we do know that it won't be free. So, we came to the board and asked that a capital fund be created. Dan Chester asked about the lots that are to be designated as surplus. He wanted to know if the proceeds of the sale of those lots would go to the Building Capital Fund. Sara said no that it would go to Road and Bridge. Fred wanted to say publicly that the Building Capital Fund was Gary Heern's idea.

## **9. OLD BUSINESS:**

- A. Approval of revised Road and Bridge and New Bridge budget. – Clay moved and Debbie seconded that we approve the revised Road and Bridge and New Bridge budget. **Motion passed unanimously.**
- B. Township audit and cover letter (see website) and draft Township response to audit comments. Sara stated that the first item mentioned does not contain all the information she would like. Clay said that he had created a draft response and would like to see it posted on the website to get input from the board and the public. Then we could have a final response for the next meeting. He said he and Sara would get together and refine the letter before they put it on the website.
- C. Revisit date of November meeting as it is Election Day. Discussion resulted in the choice of November 9<sup>th</sup>, the Wednesday after the election. **Agreed by consensus.**
- D. Determine location of calendar 2022 Township meetings. Sara said that Unity Point could not accommodate us after tonight. Dennis Leitner said he had checked with Lori and all our proposed dates are fine. Lori may not be here for all of them, and neither can Chris Rogers, but we are welcome for all our dates, except November 9<sup>th</sup>. Dennis will check on that immediately. Sara asked if the annual meeting will be at Unity Point and Dennis said it will. Regina suggested that we might not need to have Zoom access later in the year.

## **10. NEW BUSINESS:**

- A. Discussion of designation of Township FOIA Officer. Regina expressed her belief that she should not be the FOIA because she is the one getting reported to the Attorney General. She asked, "What do I do? Report myself?" Clay read the TOI regulations that the township must have a designated FOIA officer and that can be anyone, not necessarily a township official. Also, that the FOIA officer must register with the Illinois Attorney General's office and receive training from the Attorney General. Any FOIA officer must be trained within 30 days of appointment and then annually after that. Sara said that the Attorney General's website was hacked and was down for a while. It is up now. After an extended discussion Regina said she would accept the job if the board wanted her to but had a request that anyone emailing a request to her for a FOIA complaint and not receiving a response call her or Sara or someone instead of immediately reporting us to the state.
- B. Discussion of cyber security of Township digital records and communications regarding errant emails and texts to the entire Board from the Supervisor. Clay said that he had gotten many emails, supposedly from Sara but obviously not from her. Other board members have experienced the same thing. He asked if the computer she used was her personal computer or a township computer. She replied that it was personal. He reminded her that the board has authorized the purchase of a new computer and encouraged her to do that. Several suggestions were made, and Chris Rogers offered to speak with any of us regarding the many ways we can be hacked.
- C. Discussion of having Township attorney on retainer. Sara suggested Keri-Lynn Krafthefer, a co-author of the TOI handbook. She says she makes her living working with townships that can't get along. Clay asked what the advantage is of having an attorney on retainer. Jill Adams answered

availability. She said an attorney on retainer will respond much quicker than otherwise. Mike Holub also proposed Web Smith and suggested we get quotes and terms from several attorneys and vote on it at the next meeting. Sara said she would contact Keri-Lynn and Mike will contact Web Smith.

D. Disclosure of parameters for the Fire Department capital fund (time frame dimension, purpose, and amount limitation). This item was placed on the agenda, as Fred said, to give the board an idea of how the fund was set up so we have a better idea of how to set up the Building Capital Fund. Sara said the fund was established to collect enough money to make a down payment on a new truck in case one of the existing trucks died. There was never a specific time period. The fund just evolved to the point where they could buy a new truck outright. The fund continues to this day. Sara says Regina should have the records but gave no date as to when the fund was established.

E. Approval to establish a Building Capital Fund for the purchase of acquiring, furnishing, and maintaining appropriate building(s) for the use of township officials, and the storage of records, supplies, and equipment. The total amount in this fund shall be a maximum of \$200,000 and it shall be established for a period of three years. Clay so moved and Michael seconded it. Trustees Holub, Kolar, Stanly, and York voted yes. Supervisor Lipe voted no. Motion carried.

F. Declare surplus of \$20,000 in Fire Protection Fund to transfer to the Fire Protection Capital Fund. Sara made a motion to move the funds. Motion died for lack of a second.

G. Declare surplus of \$20,000 in the Town Fund to transfer to the Fire Protection Capital Fund. Sara made a motion to move the funds. Motion died for lack of a second.

H. Declare surplus of \$20,000 in the Town Fund to transfer to the Building Capital Fund. Clay so moved and Michael seconded it. Trustees Holub, Kolar, Stanly, and York voted yes. Supervisor Lipe voted no. Motion carried.

I. Declare surplus of \$80,000 in the General Assistance Fund to transfer to the Building Capital Fund. Michael moved to table this item until we get a clarification on whether the funds can be moved to a different fund. Debbie seconded it. Trustees Holub, Kolar and Stanley voted yes, as did Supervisor Lipe. Trustee York voted no. Motion carried.

J. Place on the agenda for the Annual Meeting the following items: Transfer of \$20,000 from the Town Fund to the Building Capital Fund. Sara so moved and Clay seconded it. Motion passed unanimously.

K. Approval to place on the agenda for the annual meeting the following authority as granted under 60 ILCS 1/30-50: The electors may delegate the power to purchase, sell, or lease property to the township board for a period of up to 12 months and the township board may specify properties being considered. Michael so moved and Clay seconded it. Motion carried unanimously.

L. Declaration as surplus of 1.25 acres of property owned by the Township located off Halliday Dr. just west of Fire Station #1. Michael so moved and Sara seconded it. Motion carried unanimously.

M. Place on the agenda for the Annual Meeting the following item: Approval to sell the surplus property on Halliday Dr. owned by the Township. Sara so moved and Clay seconded it. Motion carried unanimously.

.

## **11. PUBLIC COMMENTS:**

A. Dan Chester – 1. See if we can meet with E.T. Simon and see if they can avoid construction work around the fire house on election day. 2. Do we have any Makanda Township attorneys who might be appropriate. Sara said none of the ones she knows could serve because they have conflicts. Mike said he would prefer an attorney who was very familiar with township law. 3. Dan suggested specific login procedures to avoid hacking on personal computers. 4. The parking situation near Castle Park on East

No Name Rd. is terrible. Cars obstruct the right of way and cause a risk to motorists and emergency vehicles. Dan asked if the Road Commissioner and the board can address the problem.

B. Larra Lipe. She expressed her objection to the funds not being moved from the Fire Protection Fund and the Town Fund to the Fire Department Capital Fund. 2. She accused Trustee Holub of lying to the taxpayers because he said he was withdrawing his donation of his salary to the township. 3. She objected to the description of the FOIA violation report sent to the Attorney General's office as being petty. Trustee Holub responded that he had donated his salary freely, as only two trustees have ever done, as far as he knows. Episodes where township officials have been reprimanded for extremely minor violations caused him to take back the offer.

C. Josh Lipe: He wanted an explanation as to why the money was not transferred to the Fire Department Capital fund. Fred said that we have not taken the money away from the Fire Department, just gave Jimmy more flexibility to use it as he sees fit. Regarding the Town Fund, the board wants to do other things and will require funds to do that,

D. Tammy Pierce: She would like to see Brian's name put on the new fire truck he helped design, also a memorial to Brian somewhere in the township. The Brian Pierce Foundation will be happy to fund this. Sara suggested that Jimmy look into this.

E. Kayla Yon: She gave Debbie a letter to be read to the board. It expressed her resentment of Josh Lipe. Discussion followed. No action was required.

F. Dennis Karnes: He discussed a situation between him and the fire department. He said he and Brian Pierce went together to buy two lockers. He said he paid for his and Brian paid for his own locker. Both lockers are in the possession of the fire department, and he wanted to get his out of the fire house. Discussion followed and Tammy Pierce joined the discussion and asked that he be given his locker. Matter is resolved.

**12. ADJOURNMENT:** Mike moved to adjourn, seconded by Clay. All voted yes. Meeting was adjourned at 9:44 p.m.

**Attachment One**  
**Makanda Township Fund Balances**

Fund Balances as of 3/8/22	Received since 2/8/22	Remaining Budget
Fire Protection 81,189.71	109,958.26	117.08
Fire Protection Capital Fund 140,271.69	162,431.04	14.53
General Assistance 94,569.00	95,978.63	3.68
New Bridge 35,679.69	49,185.65	1.89
Road and Bridge 22,152.70	51,007.66	681.66
Town 34,244.84	138,025.35	500.44
Brian J. Pierce Jr. 517 Memorial Fund	680.04	
	<u>607,266.63</u>	<u>1,319.28</u>

---

---

### Fire Protection Bills

Egyptian Electric	Station two	145.80
Ameren Illinois	Station one	270.00
Ameren Illinois	Station two	296.68
South Highway Water	Station one	22.25
South Highway Water	Station two	22.25
Mediacom	Station one internet & phone	195.35
Mediacom	Station two internet	65.99
Diederich Insurance	Ntl Union Fire Policy	8,635.00
Frontier	Station two	46.32
Regina Einig	SCBA bid legal ad bill reimbursement	91.38
City of Carbondale	Fuel	170.82
	Service on 561/571	1,195.63
Lowe's	Supplies	21.32
Walker Communications	Radio Repair	54.00
Mac's Fire	Two pair of boots	619.12
	500' of 2.5" hose	1,500.00
Heiman Fire	10 pair of fire gloves	<u>873.55</u>
Total		<u>14,225.46</u>
New Truck Bills for March 8, 2022		
Heiman Fire	300' of 3" hose	1,362.00
Total		1,362.00
Total Fire Protection Bills		
Total of all Fire Protection Bills		<u>15,587.46</u>

---

### General Assistance Bill

GA Training Institute	GA Intermediate/Advanced	200.00
Banterra	Checks Unlimited-Checks	7.33



Total		207.33
-------	--	--------

**Town Bills**

Payroll	See minutes	
Country Life Assurance	Jimmy's IRA	200.00
Verizon	Assessor monthly service	50.04
Diederich Insurance	Clerk bond for 2 <sup>nd</sup> signature	1,925.00
Regina Einig	Desk reimbursement	174.47
Total Town Bills		2,324.49

Payroll

## **Attachment Two**

### **Makanda Township Highway Commissioner Report March 8, 2022 Meeting**

Wagon Wheel Road replacement of 2 culverts is scheduled for Tuesday, March 15<sup>th</sup>. The road will be closed from 8:30 am – 4 pm. Not only will there be a sign posted at the entrance of the road. I will be putting door hangers on each resident's doors to inform them of the pending closure.

A culvert partially washed out in flood waters on North Springer Ridge Road. This has been repaired. In the future I will be purchasing barriers that will block the entire road when closed for water over the road. People were driving around the "Road Closed" signs that only sat in the middle of the road. This is dangerous. The water over Springer Ridge North can get quite deep in heavy prolonged rains. These barriers only cost \$82 each. Note that the culvert washed out because of faulty installation. The culvert should have been cut 5' short of what it was and there was inadequate rip/rap put on top of it to hold it down. This has been rectified. Also note, moving forward, I will be having the township worker go around and cut off the too long ends of the culverts to prevent this from happening, to allow better drainage and to prevent the mower from cutting the exposed ends.

We had a significant ice/snow event. We plowed and applied salt/chip mix to roads. I purchased concrete barriers to create a bin in the parking lot of Firehouse #1 in which the Jackson County Highway Department delivered 15 ton of salt/chip mix so we did not have to drive all the way to Murphysboro to get them. That takes an hour round trip and costs about \$30 in gas. This is the advantage of leasing the John Deere tractor with a loader year-round. It would take 4 trips to get the same volume of salt mix that they can deliver in one load.

Daniel Schall, the township worker, is in the process of trimming limbs and brush bowed down from ice storm. At the same time, he is digging out culvert ends that have been plugged with leaves and mud from flood.

Potholes were filled on Raccoon Valley Road and Green Ridge Road. More patching will be completed at it gets warmer and we get time.

I am looking for volunteers to comprise a Road Committee. It is only good practice to involve taxpayers in the decision-making process concerning public road repairs and projects. If you are interested in being a part of this, please email me and let me know. I see 3-4 people on the committee, and I also see us meeting 2 to 3 times a year. I continue to purchase tools needed to do this job. I am buying used tools where available and appropriate.

**Attachment Three**

Road and Bridge Bills  
03/08/2022

<u>Company</u> <u>Item</u>	<u>Amount</u>	<u>Reason</u>	<u>Budget</u>
<b>Road &amp; Bridge Bills:</b>			
Daniel Schall Time sheet	\$ 330.00+taxes	See timesheet	Labor
Reimburse Ed Hoke	\$ 160.82		
Reimbursement Summary:			
Casey's	\$ 3.82	Fuel	Fuel
Casey's	\$ 57.00	Fuel	Fuel
Hucks	\$100.00	Fuel	Fuel
Total Reimbursement: \$160.82			
Shelton's Towing	\$100.00	Misc	Misc
Lowe's	\$ 42.56	Fittings for Washer	Misc
Jan Zwak	\$400.00	Tools	Tools
City of Carbondale	\$ 32.88	Fuel	Fuel
Banterra	\$ 10.00	Rush Charges	Office
Expense			
Ready Mix Solutions	\$ 120.00	Concrete Barriers	
Miscellaneous			
Coleman Lawn & Equip.	\$ 539.99	Backpack Blower	Tools
Murdale Ace Hardware	\$ 49.52	Paint & Flags	
Miscellaneous			
NAPA Auto Parts			
Credit for Return	\$(59.97) from invoice # 153544 on 9/20/2022		
Inv # 171260	\$ 85.83	Hydraulic hose	Repairs
Inv # 171889	\$ 4.69	Plug	Repairs
Inv # 412398	\$ 69.64	Hydraulic hose	Repairs
Inv # 169228	\$ 10.29	Hydraulic fitting	Repairs
Inv # 410955	\$ 46.68	Wiper Blades	Repairs
Total NAPA Bill	\$ 157.16		
<b>New Bridge Bills:</b>			
Energy Culvert	\$2,635.10	Culverts for Wagon Wheel Road	Culverts

## **Attachment Four**

### General Assistance Report

1. On Feb 11th 2022 I met with David Meier, who is the disaster program manager for the American Red Cross in Cape Girardeau, at fire station 1. Cape Girardeau, Missouri is our local Red Cross Chapter. Kate Renshaw, Julieta, and Dennis Leitner were present, as well as me and Chief Bilderback.
2. I received 12 smoke alarms and one for deaf people, bed shakers as they are called. David Meier explained they cannot be handed out; we must install them. At least one board member and/or one volunteer fire person needs to be present to install the smoke detectors. I asked Chief Jimmy if he would ask the volunteer firefighters if they would like to be involved with the installation and he said, "I don't get up on ladders anymore." I got assistant fire chief's Josh Lipe's phone number to ask him the same thing.
3. We are working at getting the word out about the availability of the alarms. They were advertised on the front page of the February 28, 2022 Monday's Pub, various Facebook pages, and the fire dept's section of the township's website. Kate Renshaw also made flyers to distribute around the township and for anyone wanting one.
4. Julieta Leitner gave me the contact information of a woman who has deaf kids. I called her to schedule a time for installation, but she has not called back.
5. I also called the Carbondale City fire department and talked to the secretary there to ask how they find the people to give them to. She gave me ideas.
6. No one has contacted me about the alarms.

## **Attachment 5**

### **Broadband Report**

We received notice on Friday afternoon that we have been awarded a grant from a funding non-profit called Connect Humanity to take the first steps toward achieving fast, consistent and affordable internet service to all township residents. Makanda Township is one of five communities who won this award. This grant will provide the following services:

Awardees will receive a Broadband Master Plan, Feasibility Analysis, and Feasibility Design. The following are key elements of the Scope of Work:

- » Provide comparison of available media (Fiber Optic, DSL, Coaxial Cable, Wireless).
- » Develop and conduct a broadband survey of residents and businesses.
- » Develop a Community Engagement Plan including budget, timeline, and milestones.
- » Work with legal advisor(s) to validate legal authority to own and operate broadband infrastructure.
- » Work with legal advisors to develop a recommendation on a specific legal structure for housing a potential network.
- » Develop a Broadband Strategy.
- » Conduct a Market Analysis.
- » Provide the Pros and Cons of available business models currently deployed in the U.S.
- » Cost comparison for Inside Plant and Outside Plant Equipment.
- » Conduct a Risk Analysis for all project phases.
- » Model a projected Monthly Network Operations Fee for residents and businesses.
- » Create a Feasibility Network Design for a Fiber to the Business and Fiber to the Premise Network.
- » Prepare an analysis and recommendation on whether the Town should pursue pure aerial, pure underground, or a hybrid (aerial & underground).
- » Prepare a Cost Breakdown for Network Materials.
- » Prepare a Projected Cost Breakdown for Network Installation.
- » Create a Financial Pro-Forma based on Cost Structure.
- » Establish a projected cost per premise based on a breakdown of all cost variables.
- » Develop draft RFP's for Construction
- » Provide Planning Assistance for Construction Financing and Long-Term Financing.
- » Identify potential sources for construction financing and long-term financing.
- » Consolidate data into a Broadband Master Plan.
- » Document Key Findings.
- » Develop a Next Steps Plan in conjunction with the Broadband Report.

The feasibility design will include a preliminary desktop design, bill of materials and initial high-level splicing artifacts to establish initial budgetary numbers for cost to deploy the network.

This will position us to partner with a provider and apply for either federal dollars through the infrastructure bill passed by Congress last year or through state appropriations for the same purpose. Having our needs specifically laid out with a necessary cost bid for it is critical to