

Sullivan Broadband Local Development Corporation

SullivanBroadbandLDC@co.sullivan.ny.us

(845) 807-XXXX

Michael Brooks, Chairman
Richard Baum, Vice Chairman
Lorne Green, Treasurer
Brenda Parks, Secretary

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

Sullivan Broadband Local Development Corporation Meeting November 30, 2020 at 4:30pm

Present: Michael Brooks, Richard Baum, Jonathan Schiller, Jessica Dymond, Robert Dufour,
Brenda Parks, Lorne Green, Joshua Potosek

Absent: None

The meeting of the Sullivan Broadband Local Development Corporation was called to order by Director Michael Brooks as Chairman at 4:45pm.

Pledge of Allegiance

Presentation by Integrated Systems and Discussion

Director Brooks introduced Mark Hamilton from Integrated Systems. Mr. Hamilton was present to provide an overview of Integrated Systems efforts to date in working with the County. Director Green provided an overview of the predictive study that was conducted by Integrated Systems on behalf of the County. The study showed potential residential and commercial customers that could be served by the planned project as of August, which did not include the now planned Liberty tower. The study showed 44,000 potential residential customers, or roughly 60% of the County. If the Liberty tower is included this number approaches 65%. Director Brooks noted there is potential for an additional tower in Mamakating. Director Green showed where this tower would be located, which would add just under an additional 3,000 potential customers (residential and commercial). Director Green highlighted individual towers that are a part of phase 1, but noted that phase 2 deployment of secondary communication equipment would be needed to expand signal reach due to topography.

The County is currently working with Integrated Systems on the Monticello Tower and would be mounting equipment in the coming weeks. Mr. Hamilton gave an overview of his organization and provided background demonstrating the company's experience. He also provided information relative to the evolution of wireless broadband signal and technological improvements. Mr. Hamilton highlighted the benefits on an LTE product. He noted that LTE wireless broadband has provided an economical solution in areas where fiber infrastructure can be cost prohibitive. Integrated Systems have been deploying this technology for customers, including Broome County, to meet various needs. The system is fully scalable and can be built out as demand for the service grows.

Director Brooks asked about the licensing process with the FCC. Mr. Hamilton explained the license fee structure, and that the cost is built into the overall cost of deployment.

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Mr. Hamilton stated that the system is a standard and thus would continue to migrate and meet the standard as we move from 3G, 4G, 5G, 6G networks. Director Brooks asked if there was a project similar to Sullivan County's initiative of establishing the network and offering subscriptions to the public. Mr. Hamilton responded that some customers are providing the service in business development areas, and they also provide services to some small carriers.

Director Brooks asked the Board if there were any questions for Mr. Hamilton. Director Baum referenced the maps of the predictive study and asked at what point does the signal degrade so far that it becomes an unusable signal. Mr. Hamilton responded that Integrated Systems is very conservative when they built their models. White areas are no-go's, but anything in the blues, yellows and reds are capable of supporting full bandwidth to customers. Director Baum asked if the signal would be impacted by weather. Mr. Hamilton explained that in this frequency range weather is not a huge factor, and the big things are earth and vegetation. The models are generated using data to account for these factors. Director Baum then asked at what level of subscribers does the signal begin to degrade. Mr. Hamilton explained that there is a fixed amount of bandwidth coming into the tower and a fixed bandwidth from each radio head. There are 4 radio heads on each radio head, each with up to 200 megabits. In the event that a large business or business cluster was within a certain proximity to a tower a more robust radio head could be mounted on the same tower to provide added capacity. Director Baum asked how many subscribers could be supported by the radio heads. Mr. Hamilton responded that it would be based on average usage, but generally would be approximately 120 users per radio head and would be based on oversubscription.

Director Brooks asked about how long deployment of equipment takes per tower. Mr. Hamilton stated that barring any supply issues per tower it is 1-2 months. Director Baum asked if Integrated Systems deploys one tower at a time or if there is more than one crew, or how that works. Mr. Hamilton indicated that he has discussed this with Director Green. If they knew ahead of time they could work with national tower companies to plan to have multiple crews. Director Brooks asked if it would be feasible to get 6 towers done in 2-3 month timeline. Mr. Hamilton was hesitant to commit as there are many things beyond their control, such as availability of shelter and point of presence. Director Brooks asked if the equipment actively manages the signal going out and provides appropriate bandwidth to customers using signal. Mr. Hamilton said absolutely, and the LDC could come up with its own structure of service levels and the system will manage that. Director Parks asked if there are 120 customers with different levels of service does the 120 customers fluctuate based on levels of bandwidth. Mr. Hamilton said yes it would. The average bandwidth needs typically fall beneath 25 megabits. Director Brooks noted that these systems are designed to allocate signal as demands warrant. Director Brooks asked about redundancy and having spare equipment in the event that equipment stopped working. Mr. Hamilton responded that they could build all kinds of SLAs based on the needs of the LDC. Director Brooks asked if the radio heads are omnidirectional. Mr. Hamilton stated they are not, there would be four paddles on each side of the tower. Director Baum asked about the cost of adding a radio head. Mr.

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Hamilton and Director Green stated it is in the ballpark of \$70,000. Director Brooks asked about protocol for registering a new customer, establishing whether or not they have signal access mounting equipment at the home, and Mr. Hamilton walked through that process. Director Schiller asked about areas of coverage that spill over the borders of the County and whether we could make service available to those areas. Director Green stated we would be able to sell service in those locations. Director Dufour asked about the number of subscribers to each tower. Director Brooks stated that the system is allocating based on current demand, and Mr. Hamilton stated that the models assume that not every customer is maxing out their bandwidth usage simultaneously. Director Dufour asked how many towers we are looking at. Director Brooks and Director Green indicated that with the inclusion of the Mamakating tower it would be 14. Director Dufour asked if there is a maximum amount of bandwidth per tower. Mr. Hamilton stated that it is limited by the performance of the service for the customers, It is based on the level of service provided to the customer.

A discussion continued about potential pricing for service. Michael McGuire commented that people's internet usage has changed dramatically, including streaming services for television, telemedical, zoom conferences, etc. He wondered if due to the increased usage and need for bandwidth, if there are too many subscribers and not enough bandwidth is the reputation of the service going to suffer. Mr. Hamilton responded that it will be up to the LDC to determine the level of service that they can be proud of, while also considering costs. There will be some customer management required in helping people to maximize the bandwidth that they sign up for. Mr. McGuire noted that the least happy customers will be the most vocal.

Mr. McGuire asked whether the blue shaded areas on the predictive study would still get signal. Director Green and Mr. Hamilton both responded yes. Mr. Hamilton also noted that technology will improve and Director Green noted that the predictive study was done with a very conservative approach. Mr. McGuire asked whether the installation of additional antennae/secondary communication equipment would increase the yellow and red areas, and Director Green replied that it would.

Director Baum asked how the LDC will address customer service issues, such as customer dissatisfaction with the service. Mr. Hamilton indicated that they have a management model that utilizes a national company that will first troubleshoot remotely, and once an issue rises to a certain threshold they would "roll a truck" to the problem location if the issue could not be fixed remotely. This would be built into a service contract. Mr. Hamilton was thanked for his presentation.

Next Steps Discussion

Director Baum wondered, now that we have had the discussion about the technical aspects, what needs to be addressed on the business management side of the project? When we start signing up customers, how are we managing that? Director Green noted that this is part of the next steps to be discussed on

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the agenda. Director Green said we will have to develop a Request for Proposal to address the management of the business. Once the RFP is issued, received, reviewed and awarded we would enter into a contract. It was always the intention that that whole "ball of wax" would be subcontracted out to a company with expertise.

Director Brooks said there will be many questions that the Board will have to address. For example, does the Board wish to have a marketing name when it comes time to sell subscriptions? What is the rate structure? How do we get the word out when an area becomes available for service? Director Brooks asked if it would make sense to have a committee, perhaps Directors Green, Baum and Brooks, to start hashing out ideas for these next steps to bring back to the full board for discussion and ultimately approval? Director Green indicated it would be best if the RFP went out some time in January to keep the project on track and he would begin drafting a document to bring to the board for review and approval. Director Brooks asked if the Board would prefer to have a committee or have frequent meetings of the full Board. Director Schiller indicated he would be in favor of a committee as we could cover more ground that way. Director Dufour indicated that he would like the entire board to work on it. Director Dymond believes that while the entire Board would certainly want to be involved she has concerns that we could get bogged down. She would be open to both models. Director Parks is open to whatever the board decides and noted that we have a lot of ground to cover. Mr. McGuire advised that the Board should not wait to answer all of these questions before the RFP is issued or we may be waiting until the Fourth of July. However, the Board is going to have to know what the cost will be to the LDC before service can start being offered. He suggested that issues could be split between two or three groups that could then report back to the Board. Director Baum suggested we need a checklist of items to address so these items can start being addressed. Director Green stated that he would work on this, and he would have a draft of the RFP circulated and available for discussion at the next meeting. Director Brooks laid out the next steps to move forward with the RFP.

Housekeeping Items

Ms. Brown stated that she has been working on getting policies drafted into final forms for signature by the Secretary, and also indicated that Board members should return the signed certification and acknowledgement forms at their earliest convenience along with their preferred contact information. She will work on the meeting minutes from the two November meetings for approval at the January meeting. She said that the SBLDC now has a page on the County website where public documents, agendas, minutes, and other items will be posted. She assumes that the SBLDC will eventually have a standalone website independent from the County. She has contacted the Misner Agency for a quote for Directors and Officers Liability Insurance but cannot process the application until the certificate of incorporation is received from the State. She will be sending an e-mail out to Board members with a couple of questions that require their response before she can complete the application. Director

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Brooks would like to have bios from the Board members to include on the website and the Board agreed.

Director Brooks asked if there were any items that the Board members would like to include on the agenda. The RFP would be the primary focus of discussion. Director Green said he would have an update on the progress on the Monticello tower. Director Schiller asked if we had a bidder list that we could distribute the RFP to. Director Green said he does not yet, but we would likely access resources via NYSOGS and bids available through the state. Director Parks briefly lost connection and returned via Zoom. Ms. Brown asked if she could schedule time with Director Parks as Secretary to coordinate signatures and minutes. Ms. Brown asked Mr. McGuire if e-signatures would be sufficient or if original signatures would be necessary. Mr. McGuire stated that e-signatures are generally accepted, there are some specific cases where an original signature may be required. E-signature capabilities should be available as most of what the LDC will be doing application-wise will require the use of e-signatures.

With no further comment from the public and no further discussion by the members Director Brooks asked for a motion to adjourn the meeting. Director Green made the motion, seconded by Director Dufour and the vote was 7-0. The meeting was adjourned at 6:05pm.

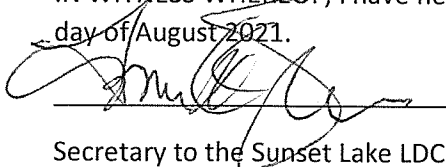
CERTIFICATION

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 November 30, 2020, 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