

**Date:** Wednesday, March 26, 2014

**Time:** 7:07 - 8:45 PM

**Place:** Third floor meeting room at City Hall

**Present:** Karen Spencer, Ryan Sawyer, Robert McGillivray, Tom Manning, Grant Harris. Geoff Bradford (joined at 7:16)

**Absent:** None

**Also Present:** No one other than Cape Ann TV camera man recording the meeting

**Summary:** The committee members presented their deliverables and discussed opportunities and possible objectives for the committee to pursue. The output from the exercise focused on gathering additional information in order to start the generation of a grant proposal for an alternative telecommunications infrastructure that is supported by city operations and community organizations.

**Decisions/Votes:**

1. Vote to accept minutes from February 22, 2014 meeting.
  - Approved unanimously.
2. Karen motioned to have Ryan have a discussion with a representative from Endicott College about their needs and vision, as well as acting as an anchor institution for a Open Cape like project.
  - Approved unanimously.
3. A motion was made to generate a straw man document that could help unify vision for city stakeholders.
  - Approved unanimously.
4. A motion was made to have Grant collect and present permit requirements for carriers, and other pertinent city-side details.
  - Approved unanimously.

**Action Items:**

1. Ryan: Reach out to Endicott College. Discovery around networking per telecommunications infrastructure. Open-ended but objective focused.
2. Karen: Begin a straw-man proposal. The proposal will be e-mailed to committee members before the next meeting so that we can all contribute to it. Draft to be presented and discussed at next committee meeting.
3. Grant: Collect some of permit requirements for carriers for presentation to the committee. Also explore the "splice" points in the network.

**Submitted By:** Tom Manning

**Details:**

1. Grant suggested we reach out to the state government on the rules and regulation for managing cable contracts.
  1. Karen reported that the Cape Ann Regional committee which includes Gloucester's Jim Duggan is doing that through a jointly hired attorney.
  2. Existing MA cable TV contracts in electronic format are available on line. Link in handout from last time: <https://www.mrsc.org/subjects/legal/telecomm/cabletvpg.aspx>
2. Karen suggested we operate this meeting by having a 3-minute talk by an expert followed by a 4-minute discussion by the committee to generate opportunities and objectives. This is to have efficient meetings.
3. Grant presented information on the dark fiber that was on the other side of the bridge. Grant believes the fiber is owned by Comcast and not available for commercial use. The next step is to contact Steve at Comcast to verify. Quest did the fiber installation - they do not own the cable. Comcast uses subcontractors for fiber deployment. Are there opportunities to obtain fiber capability? The opportunity would be ask Comcast to where the 'assets' in terms of fiber interconnect facilities. The fiber under discussion stops at the *Manchester* train bridge.
4. Per Grant: Current city assets are underutilized in some locations, i.e. Plum Cove.
5. Ryan reported on success stories for municipal broadband. He gathered is there is no one-size fits all method of deployment; municipalities did things all differently. Things like WiMAX deployments were not sustainable for a number of reasons. In the last 5 years, there is has been an uptick of free Wi-Fi in municipalities. Ryan would like to have the objectives clarified: help businesses, underserved residents, other? Karen stated that the objective we previously agreed on is to have the infrastructure that makes us competitive with other regions. Grant stated that deployments in Gloucester are difficult/expensive compared to other regions. All agreed that public/private/non-profit collaboration is necessary for sustainability.
6. Ryan suggested that having another entry point to the island will make a difference to businesses considering Gloucester as a site.
7. Karen presented on her reach-out to Jim Duggan. He is open to a new network infrastructure, but asked "Isn't Comcast enough" and isn't eager to include it in city workload. Karen met with the town administrators of surrounding towns. Town admins decided to use the same lawyer, Bill Hewig, and process as they did for the current Comcast contract. The focus is on making the cable contract 'good' but TAs are supportive of anything that helps Gloucester's economic development.
8. Spoke with Gloucester Harbor CDC - Community Development Corp members. They are a 501c3 that has adopted a model for investing in economic hardships areas. Telecommunications is not currently part of their plan.
9. Geoff discussed how he had talked to a cable TV committee member for the Town of Douglas and the member indicated the lawyer made the key difference. Some

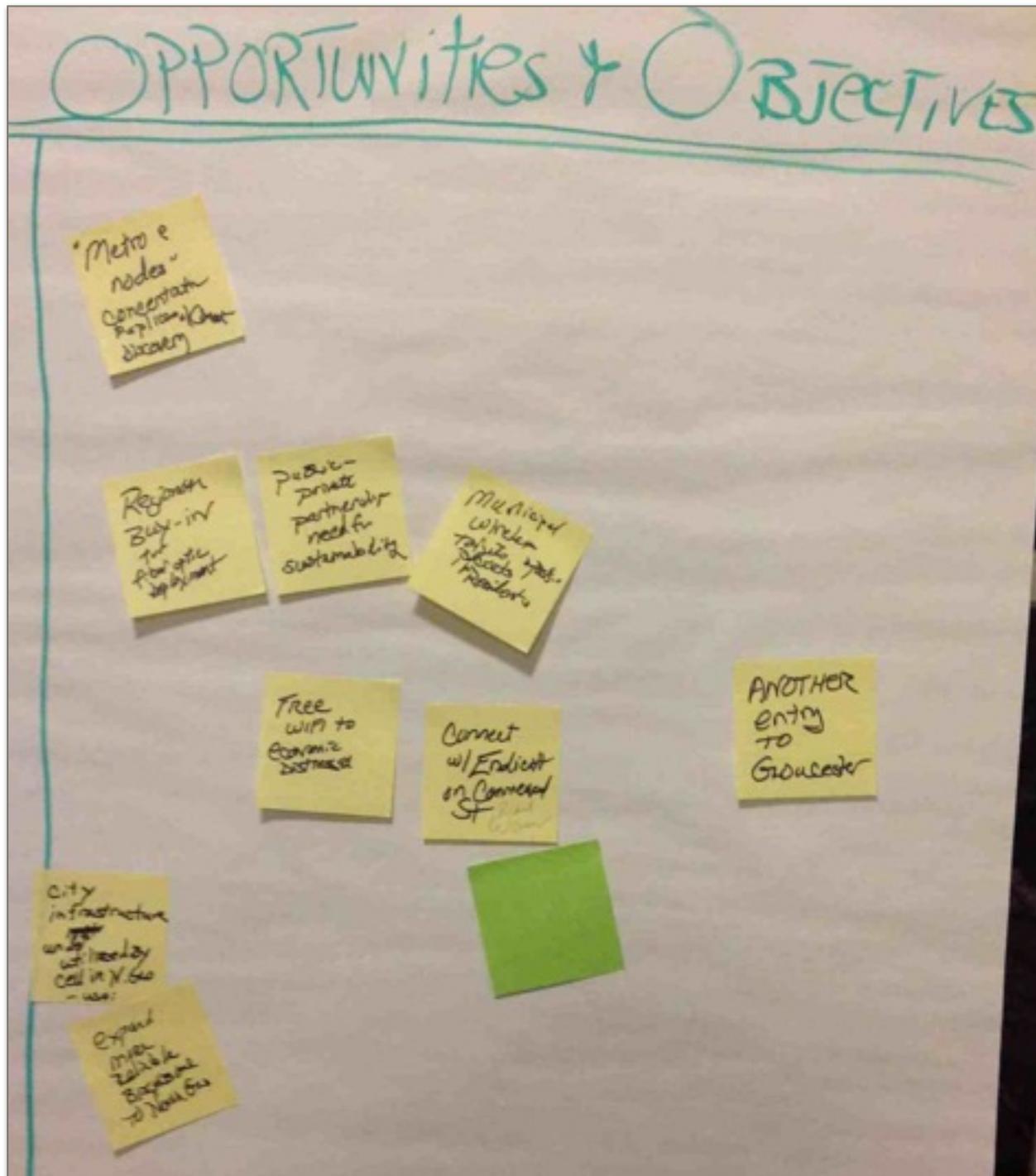
**Submitted By: Tom Manning**

- other communities have multiple providers. A middle-mile infrastructure may enable competition in the broadband services. Can we share resources with Rockport, for example. If so, what entity owns the infrastructure.
10. Karen suggested we consider a deployment to a small targeted economic center, i.e. part of the harbor. Ryan suggested another goal would be providing an access point or municipal Wi-Fi. Ryan felt that having access to fiber would not help local businesses. Karen added that the objective we discussed previously was to get new businesses into Gloucester. An opportunity would be to connect with Endicott College employees to discuss if there is synergy with the satellite campus.
  11. Tom presented the requirement generation process. Ryan suggested an opportunity would be to use the grant money to expand transport to underserved areas, such as Lanesville. Grant said that another opportunity would be to talk to Comcast about the shortfalls in services. Grant indicated the city has underutilized infrastructure, such as cell antenna areas.
  12. Grant asked if there should be a technology committee that is separate from the cable TV contract. Since regional CATC is focused on contract, this can be us.
  13. Geoff presented information on Google fiber. Gloucester is not hip enough; Google's list is 30 well-known cities. Furthermore, these communities are well along in planning to deploy the Google network. It may not be worth the effort.
  14. Karen suggested following the Open Cape model: prepare the marketing and planning collateral about deploying a middle mile infrastructure to Gloucester, Cape Ann, and possibly coastal towns north of us to NH border that can be repurposed as part of a grant proposal. Gloucester is largest community in cluster.
  15. Bob presented the process of getting a grant. The first step is writing a proposal and then having it pushed by the political process. Bob indicated we're here to serve the public, not just business. All agreed.
  16. Karen discussed selecting an initiative for a grant to be ready for June application.
  17. Opportunities: Richard Weissman from Endicott. What services are currently available at industrial parks - what do Gloucester Engineering, Varian, etc. do.
  18. Geoff suggested a survey to find out what citizens feel about the current services. That is a requirement within the 30 month window beginning Sept 2014.
  19. Grant reported on his interactions with City Council while getting approved to be on the Cable TV Advisory committee. Grant was questioned about the audio-video quality for the committee meetings on the 2nd floor and how/when it will be fixed. They asked about FIOS and were told that FIOS would not be deployed.
  20. Committee agreed that having homework & report outs helped, and that refining our focus without repeating ourselves is a process objective for our meetings.

**Next Meeting:** Tuesday, April 29; 7 PM; Third floor meeting room at City Hall

**Submitted By:** Tom Manning

**Output from Discussion:**



# Thoughts on Network Requirements

The requirements should help clarify:

- What entity owns the network?
- What entity maintains and evolves the network?
- How will the physical network evolve? The deployment may span multiple years. What subgroups shall be serviced first, e.g. commercial or residential or underserved areas of the city.
- How will the technology selection be performed? Ideally the RFP would not explicitly select the technology (wired/wireless). Instead the requirements would drive the technology selection. For example, if the requirements specify service to a new location should be provided within 48 hours of a request, then a wireless solution such as WiMAX may be the solution. Conversely, if bandwidth requirements are extremely high, then that may rule out the current wireless technologies.
- How will new technologies get incorporated into the network?

Potential requirements generation process:

