

Shutesbury Broadband Committee		
4.2.2018	6:00 PM EST	Shutesbury Town Hall
Facilitator	Gayle Huntress	
Minute Keeper	Asha Strazzero-Wild	
Committee Attendees	<input checked="" type="checkbox"/> Gayle Huntress <input checked="" type="checkbox"/> Asha Strazzero-Wild <input checked="" type="checkbox"/> Craig Martin <input checked="" type="checkbox"/> Frank Cintino <input checked="" type="checkbox"/> Steve Schmidt <input checked="" type="checkbox"/> Ayers Hall <input checked="" type="checkbox"/> Graeme Sephton <input type="checkbox"/> Eric Stocker <input checked="" type="checkbox"/> Kent Whitney	
Guest Attendees	Jim Hemmingway (community member) Becky Torres (Town Admin)	
Approve Minutes from March 19, 2018 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable		
Discussion Notes		
<p>Approved minutes from 3.19.2018- unanimous approval</p> <p>Finance Update</p> <ul style="list-style-type: none"> • CAF funding- Renewable grant fund for \$20K/year • Hut procurement out by April 10th (think United Concrete will be the best estimate since they are local) • Gabe has asked for another \$300K to get ahead of incoming costs • National Grid utility company came back with an update on the estimate for Application #7 – had already cut the check so now have to go get another check cut-- Make ready delay! • Fin Comm on April 12th to discuss what we share/ ask at Town Meeting- May 5th. • When we get solid costs then we can assess what we need to ask for at Town meeting – wait for the bids to come back? • Ask for \$105K for operations <p>Contract Update</p> <ul style="list-style-type: none"> • Can we go into contract with a builder but not have all the money? • Usually laws say otherwise- Gayle to see if she can push Bill Ennen on this? Or do we split up the way we talk about the work in phases <ul style="list-style-type: none"> ○ 1) backbone ○ 2) drops—this should get us around the technicality of starting the project. ○ We will need to work with our builders to parse this out. <p>News Updates</p> <ul style="list-style-type: none"> • The Montague Reporter – including Turners getting wired from COMCAST <p>Update on Pelham</p> <ul style="list-style-type: none"> • Town and Comcast will send us a letter that they are OK with us serving their town • Need to put in one pole- Shutesbury to send Pelham select board request to put in new pole (\$2K) • We've stated that if the state says we cannot extend/ proceed for whatever reason, they are waiving their rights to the funds- the residents want a sit down on liability and legal concerns. • We will need to get Donna involved here. <p>RFP</p> <ul style="list-style-type: none"> • Goal: RFP out on May 1st—we will hold if we don't have the design • Goal: ISP-NO contract Questions back May 15, question/answers by June 1, final response by July 1, final choice expected by Sept 1 • Graeme to remove any brand names, Graeme added language, Frank checking road miles/ Gayle looking at Mike Friedman's data • Material bidding and procurement in July (first payment due in Oct) 		

Action Items	Person Responsible	Deadline
Gayle and Becky to set up time with Donna and Pelham residents for review, but first Becky will have Donna draft letter. Gayle to send estimates to Becky this week.		
Graeme to do a high level 1 page overview of the requirements for the bid (eg equipment, GPON, etc.)		

MEETING WRAP UP	
Set Next Meeting	
Agenda Items	Next meeting is April 12 th at 6 pm – Fin Comm will start at 7 pm
Adjourn at 7:30 PM	