

Shutesbury Broadband Committee		
4.12.2018	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 type="checkbox"/> Steve Schmidt <input checked="" type="checkbox"/> Ayers Hall <input type="checkbox"/> Graeme Sephton <input checked="" type="checkbox"/> Eric Stocker <input type="checkbox"/> Kent Whitney	
Guest Attendees	Jim Hemmingway (community member)	
Approve Minutes from March 19, 2018 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable		
Discussion Notes		
<p>We do not have quorum so we will postpone approval until next week.</p> <p>Discuss Broadband roles</p> <ul style="list-style-type: none"> <li>Broadband Committee Members: Ayres, Frank, Asha, Kent</li> <li>MLP Committee: Gayle, Craig, Steve, Kent, Graeme</li> </ul> <p>WG&amp;E Update</p> <ul style="list-style-type: none"> <li>Gayle met with them Wed; they have done 1/4 Fiber Service Areas (FSA)- More work completed by 4/17 and 4/19 (final design). Build/materials estimate by 4/24.</li> <li>FYI- they will not be providing a per premise cost.</li> </ul> <p>Installation discussion</p> <ul style="list-style-type: none"> <li>Pros and cons of units inside and outside of the house</li> </ul> <p>RFP Review</p> <ul style="list-style-type: none"> <li>Graeme and Gayle did some updates to the RFP- review in drive</li> <li>Frank did some GIS road mapping to update road miles- getting very similar numbers on mileage—34 – 42 miles (includes drops)- Note: other towns had much lower estimates and then ended up over budget due to incorrect mileage estimates; we should be in good shape here.</li> <li>If you don't choose the lowest bid, you need to document why and in the required format of "Highly, Not, etc. Advantageous"</li> <li>Update: A separate pricing strategy may be provided for subscriber add-on services, if any such options are proposed. Also list any plans for profit sharing for these add-on services.</li> </ul> <p>Meeting with the Finance Committee</p> <ul style="list-style-type: none"> <li>Update on delay in design. Should not delay the build, as the build will occur in two stages: road fiber and house drops. We can proceed with first phase (road fiber), while working out details of the second phase</li> <li>\$33K in the budget for FY2019- discussion about adding this on and spreading out the payback of these costs</li> <li>Fin Comm is recommending that \$105K be approved from free cash</li> </ul>		
Action Items	Person Responsible	Deadline
NA		
MEETING WRAP UP		
Set Next Meeting		
	Next meeting is Monday, April 23 at 6 PM	
Adjourn at 7:30 PM		