

Committee Name Broadband/MLP		
5.7.2018	6 PM	Town Hall
Facilitator	Gayle Huntress	
Minute Keeper	Gayle Huntress	
Committee Attendees	<input checked="" type="checkbox"/> Gayle Huntress <input type="checkbox"/> Asha Strazzero-Wild <input checked="" type="checkbox"/> Craig Martin <input 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	Becky Torres (town admin) and Ralph Kohler (townsperson)	
<b>Approve Minutes from 4/26/2018</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> Not Applicable		
<b>Updates from WGE</b>		
Discussion Notes	<p>Jim found out about Leverett's hut-they have two 20kW generators. WGE sent specs for huts – forwarded around. Kent asked about power budget for shelter. Waiting on itemized list from Joe which we need to assess full power load. Waiting on premise data from PVC.</p>	
Decisions/Outcomes		
Action Items	Person Responsible	Deadline
Misc – Kent to explore USDA loan options		
<b>Plan for Service Drops</b>		
Discussion Notes		

NOW: Apply for all service poles. (\$10-15,000) . This will get us a make-ready service pole costs by August.

- 1) Put in an application now for ALL service drop poles.
  - 2) Get back make-ready estimates for them. This will allow us to contact each potential subscriber and give them their individual installation cost (make ready plus per-foot installation rate) . For high make-ready subscriber has choice to trench instead.
  - 3) We decline make-ready for:
    - a. Poles for houses not taking service
    - b. Poles for houses that decide to trench instead because make-ready is costly
    - c. Poles for houses that have a existing conduit (unlikely – if poles are there they are likely being used for service)

Will end up likely applying for some poles we will take off, but worth this small expense to move forward now.
  3. Match all of the service poles to households using database. Import the PVC installation cost to database. THEN: Will have exact build cost per drop.
  4. Analyze the information. If we can cover it all within budget, great! If not we can find out how much we CAN spend per household and give all households their installation cost of (Actual cost)-(cost allowed per house).
- Owners can decide to either pay the difference OR install their own conduit. Tell utilities to proceed with make-ready on drops where user is planning on subscribing and is paying for aerial installation.

Decisions/Outcomes		
We really wanted to do unauthorized attachments to speed this up but it opens us up to financial and liability risk that is too great. We need to know how much make-ready will be BEFORE people agree to hook up.		
Action Items	Person Responsible	Deadline
Gayle will work with Rick to get in last applications		asap

RFP		
Discussion Notes		
Group agreed on final dates:		
RFP released	May 30th	
Written Questions Due:	June 22, 10 AM	
Answers to Questions Posted:	July 13	
Submission of Proposals Due:	August 10, 10 AM	
Finalist Named:	September 21	
Contract Award:	October 19 (expected)	
February 1, 2019 (Expected contract to begin on or before)		
Decisions/Outcomes		
Action Items	Person Responsible	Deadline

Steve will copy edit final RFP, Gayle will send to Becky for processing and release		Wednesday
Kent to send expected amount of bid to Becky		Wednesday
Detailed Design Review		
Discussion Notes		
<ol style="list-style-type: none"> <li>1. CRAIG – All conduit, all FSAs and FSA01</li> <li>2. ASHA – FSA02 (Montague Road only)</li> <li>3. AYERS – FSA03 (except town hall area)</li> <li>4. FRANK – FSA02 (except Montague Road)</li> <li>5. KENT – FSA04</li> <li>6. JIM – FSA04</li> <li>7. STEVE – FSA01</li> <li>8. ERIC – FSA03 (except town hall area)</li> <li>9. GRAEME – Check fiber counts at all town borders, spare fiber counts, hub at town hall, all network terminus' (like Sand Hill), Lighttower, etc. and make sure they are correct). Check town hall area and hub area.</li> <li>10. GAYLE – FSA02 and check network extensions, jennison, pole installation, sand hill, new salem connection</li> </ol>		
Decisions/Outcomes		
<p>Went over the issues spreadsheet and generated list of questions for WGE for weekly meeting.</p> <p>Important questions: How do we indicate usable (or known needed conduit?) and other inconsistencies on the design. Can you take off the bid the cost for the long drops? How will that be handled in the contract?</p>		
Action Items	Person Responsible	Deadline

Umass Boston Student Survey		
Discussion Notes		
<p>She is a Western Massachusetts native and is currently pursuing her Master's in Public Administration at UMass Boston. Asking us to send out survey to townspeople. Any problem with that? No, as long as it is made apparent that she is not affiliated with our group and survey won't bring broadband faster to people. ☺</p>		
Decisions/Outcomes		
<p>Gayle will send out survey with disclaimer this week.</p>		

**MEETING WRAP UP**

**Set Next Meeting**

5.7.2018

**Agenda  
Items**

Next meeting TBA.

**Adjourn at 8:15 PM**