

Shutesbury Broadband Committee		
5.24.2018	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 type="checkbox"/> Ayers Hall <input checked="" type="checkbox"/> Graeme Sephton <input type="checkbox"/> Eric Stocker <input checked="" type="checkbox"/> Kent Whitney	
Guest Attendees	Becky Torrez, Town Administrator Jim Hemmingway, Community member John Leary, Westfield Gas & Electric Chris Lynch, Matrix	
Approve Minutes from 04262018 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable		
Discussion Notes	Feedback session with John from WG&E	

Feedback and Conversation with John Leary, Westfield Gas & Electric

- Acknowledgement of missed dates and will bring transparency of timelines and dates of work
- John is committing to reorganize how we are supporting towns- new structure will give more individual care to each town; consistent feedback from all the towns that we need more attention.
- Rich Carnall (Senior IT Architect, (413) 572-0235, rcarnall@wged.org) will be our new point person, John Leary will manage the project managers, will also have a electrical division lead and administrative assistant
- Joe Parda will be part of both groups
- John will record call and start recording calls so that there is full transparency
- Feedback headlines
 - Team is responsive to immediate items
 - Westfield has not met ONE deadline
 - Only one item on the hit list in our meeting from 2 weeks ago with Joe were met
 - Losing faith and trust in the team because of experience to date
 - We believe towns need to be prioritized based on where they are in their timeline
 - Request to hear learning from other towns (Otis- 3 year term, Alford- 5 year term)
- Problem with PVC, we will stay on this- it's our challenge.
- Gayle requested feedback but there is none to date; John will be in touch if he thinks of anything.
- Next steps: We need to sit down with Rich and review our target dates and get WG&E to meet our timelines (ideally make ready done by Sept so that we can be starting construction then)

Lots of road activity; committee is pleased to see new poles going up across town!

- National grid done; Verizon plugging along

Pole Application update:

- 2nd application license back (Pratt Corner)
- They lost one of our checks; they cashed the other two. Becky has helped get another check out the door.
- Bill Ennen and WG&E working to identify problem areas as they arise to get ahead of things.
- Rick (Pole agent) is working on putting together drop pole apps; going out next week.
- Joe said in 2 weeks we'll get costs on drops; will be able to review the total costs and if needed, will have to think about what costs we'll need to pass to homeowner

Pelham Household

- Gayle and Donna met with them
- They had a lot of questions
- They want to move forward
- Pelham voted to grant them \$6K to get connected (town meeting)

Household Eval

- Will need to start looking at conduit etc this summer; put together a conduit eval plan (note: will follow precedent set by utility company)
- When we are certain of the make ready on final poles, Donna will work up a contract for what home owner can expect and we can replicate that for homes that will require additional work.
- We will add extra fiber to the end of our town lines but edge areas will require the neighboring town/ house to pay for those poles.

Drop Eval

- From our survey 4 years ago- Out of 200 homes, about 50 homes are confirmed conduit
- Town of Concord has a great conduit use form
- Chris recommends we don't do any conduit installations ourselves- find a couple people we recommend to give people
- Try to identify places where digs are required; this will get them ahead of winter digging
 - Could do this ourselves and train ourselves how to look for whether or not they need conduit
 - Joe could send out someone to train us and we can go out and add into our database
 - Put out a call for help on Nextdoor

RFP

- All set to go out June 4th
- Graeme to do an edit on Kent's sample mock up

Action Items	Person Responsible	Deadline
John to put Gayle in touch with Alford team		
Kent to create a draft schedule to share with WG&E		
Gayle to double check home close to New Salem		
Asha/Gayle to put out a call on Nextdoor and on volunteer list to help with conduit check (Graeme to send us dates for a training and will keep a list of test houses)		

MEETING WRAP UP

Set Next Meeting

Next meeting is TBD

Adjourn at 7:59