



Shutesbury Broadband Committee Annual Town Report, Fiscal Year 2017

Prepared by Asha Strazzero-Wild and Gayle Huntress, Committee Co-Chairs

Estimated hours donated by Broadband Committee: ~1,700 hours (9 committee members, ~90 individual volunteers)

- Attend regular Broadband Committee meetings
- Attend WiredWest meetings
- Attend regional meetings, neighboring town's broadband meetings, and state meetings (MBI)
- Broadband Committee work (between meetings)
- MLP Manager Work
- Plan and execute events (Education about overall initiative to bring high speed internet to Shutesbury, Celebrate Shutesbury Booth, Conduit Research Day, Presentations at Town Meeting)

Note: Each month the Broadband Committee had a focus area; the bullets for each month summarize the key activities the Committee engaged in and discussed each month.

July 2017- Lay foundation for pole application conversations

- Review state of pole application licenses and invoices
- Review RFI construction draft
- Discuss request from Pelham residents to join our network

August 2017- Set framework for RFP discussions

- Review state of pole application licenses and invoices
- Review RFI construction draft
- Review Westfield Gas & Electric contract for design and engineering
- Discuss upcoming events to attend

September 2017- Create critical timelines for fall work

- Review state of pole application licenses and invoices
- Discuss specific RFI construction elements and prices

October 2017- Begin Make-Ready work

- Review state of pole application licenses and invoices
- Discuss timeline for Make-Ready work
- Discuss pole ride out

November 2017- Fall Community Education Efforts

- No meetings
- Post Broadband update on Town of Shutesbury website

December 2017- Continue Community Education Efforts

- Review state of pole application licenses and invoices
- Discuss kick off of Make-Ready work and town resident education
- Draft Our Town Blurb and website updates

January 2018- Field work planning

- Group edit of Our Town blurb
- Map and photo review of possible Light Tower connection
- Review pricing and service matrix and budget
- Review state of poles (e.g. service poles)

February 2018- Meet with neighboring towns

- Review state of pole application invoices and make ready work
- Meeting with Wendell and New Salem
- Initial meetings with Pelham residents re: joining our network
- Discuss RFP process

March 2018- Track forward in projects

- Review state of pole application invoices and make ready work
- Discuss request from Pelham residents to join our network
- Discuss RFP Process

April 2018- Prep for Committee update meetings

- Review state of pole application invoices and make ready work
- Discuss RFP Process
- Prep for meetings with the finance committee
- Prep for annual town meeting

May 2018- Present Broadband update at Town Meeting

- Review state of pole application invoices and make ready work
- Feedback session with Westfield Gas & Electric
- Discuss RFP Process
- Present at annual town meeting

June 2018- Prep for Conduit Eval Day

- Review state of pole application invoices and make ready work
- Prep for conduit eval day
- Send out RFP

July 2018:

- Conduit eval day