

Shutesbury Broadband Committee		
10.1.2018	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    Ayers Hall <input checked="" type="checkbox"/> Graeme Sephton <input checked="" type="checkbox"/> Eric Stocker <input checked="" type="checkbox"/> Kent Whitney	
Community Members	Jim Hemenway	
Unanimous approval of 9/24/2018 minutes		
Discussion Notes		
<p><b>Make Ready Update</b></p> <ul style="list-style-type: none"> <li>• Pole licenses and hearing <ul style="list-style-type: none"> <li>◦ Drop applications moving forward</li> </ul> </li> <li>• Verizon - 4 replacement poles-will get these removed from applications and will go underground for installs. Will be cheaper and faster. <ul style="list-style-type: none"> <li>◦ Bill Ennen provided us with \$417K for make ready overages (75% now) – will reconcile afterwards</li> </ul> </li> <li>• Procurement/ drop installations- waiting on Westfield for this information. Gayle will follow up this week to get requested materials.</li> </ul> <p><b>Hut Update</b></p> <ul style="list-style-type: none"> <li>• New Location: Steve mapped out new location <ul style="list-style-type: none"> <li>◦ Discuss location and pros/cons (adding in another conduit line, plowing to door, etc.)</li> <li>◦ Need to find the septic field</li> </ul> </li> <li>• Hut Electronics: Graeme working with Calix <ul style="list-style-type: none"> <li>◦ Working to get an estimate from Calix; told Graeme on Friday they will send an estimate in 7 days</li> <li>◦ Note: Will need to sign a non-disclosure</li> <li>◦ Leverett blew 8 ONTS last year- we'll need to do some research about their durability with electrical surges</li> <li>◦ We'll do some research on technical support costs</li> <li>◦ We need to investigate possible electrical challenges</li> </ul> </li> </ul> <p><b>HG&amp;E FTTH PM Service Agreement review</b></p> <ul style="list-style-type: none"> <li>• Group edit in follow up to Steve's edit</li> <li>• Move that Gayle has authority to sign based on approval from Counsel – unanimously passed</li> </ul>		
Action Items	Person Responsible	Deadline
Need to confirm whether or not WG&E said they would include the routers	Gayle	
Kent to send out his work to team members for review	Kent	
Gayle to draft letter for residents re: drop	Gayle	
MEETING WRAP UP		
Set Next Meeting		
	Next meeting: Next Monday 10/8/2018 at 6 PM December 18 <sup>th</sup> : Budget meeting with SB on 12/18	