

Shutesbury Broadband Committee		
01.03.2019	5:30 PM EST	Shutesbury Town Hall
Facilitator	Gayle Huntress	
Minute	Asha Strazzero-Wild	
Committee Attendees	<input checked="" type="checkbox"/> Gayle Huntress <input checked="" type="checkbox"/> Asha Strazzero-Wild 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 Kent Whitney	
Other	Becky Torres, Town Administrator Jim Hemingway, Community Member	
Approved minutes for 10/15, 11/12, 12/10, 12/18- unanimous approval on all minutes		
Notes	<p>Logistics Update:</p> <ul style="list-style-type: none"> • Meeting on Monday with HG&E. • Everyone needs to complete ethics forms. • Cannot do the ring in Leverett until there is fiber; looking at agreement <p>MLP Manager Update</p> <ul style="list-style-type: none"> • Gayle met with ethics board- she does NOT have to step away for 30 days! Appt for MLP Manager position has to come through the Select Board. • Supervision to the MLP Board but we'll need to do an acceptance form. <p>Drop Installation Update (curb into home)</p> <ul style="list-style-type: none"> • Ideal to have as few vendors as possible • Graeme looked at bid for TriWire as basis for the RFP on drop installations and WG&E gave to us that was a fiber to the home questionnaire and it asked if we'd like drops to the home to be done—this means that legally we can use TriWire because it's in the contract. Gayle talked to Jim Crowley (PM with HG&E) and he said it looks good. • Gayle reached out to John from TriWire and they would love to own this to the end. The company doesn't do the inside themselves but they have a subcontractor who can do that and we can just contract with TriWire. • John sent estimates and they look good – Graeme to help Gayle ballpark the costs. 850 premises – unit cost of \$300/house for all labor and materials (not ONT/router)- \$255K inside. \$366K outside. • Some rough estimates: 621K (inside + outside) + 850K (premises) + 150K contingency + 51K ONT + cost of NIDS/footage of fiber to home/microduct/hardware. Homeowners will pay \$200 (x850) so total cost is \$687,500. PLUS MATERIALS and +/- 25 homes. Gayle asked for the rate sheet from Chris. • Motion to proceed with TriWire on drop installations: UNANIMOUSLY APPROVED <p>Pad and Hut Update</p> <ul style="list-style-type: none"> • Hut has been poured; waiting for delivery! • Steve talked to them and they are waiting to talk to the electrician on updates. <p>Another Budget Item</p> <ul style="list-style-type: none"> • Frank suggested overall cap on each home; want to avoid a long driveway that is all ledge. Right now most expensive home is \$8K+. Suggested cap of \$8500 and revisit at end of project and reassess with owner. <p>Town Meeting- to schedule</p> <ul style="list-style-type: none"> • Looking at February 26 (mailing going out end of Jan), will also do a fold and stuff party to notify about the town mtg- COMBO SIGN UP 	

	<p>Make Ready Update</p> <ul style="list-style-type: none"> • All looks good except MBI lines- there are 89 poles – almost all need to be moved • TriWire is going to become the subcontractor for Axia- John will move wires on his team • Also several poles in Leverett that TriWire will take care of those poles • Estimate is \$12K (wash with \$11K return from Verizon)- will still count as state Make Ready <p>Discuss a logo – put in Our Town and add to website, also hard copies at town hall and library</p>
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Action Items	Person Responsible	Deadline
Asha to put together Executive Meeting session notes (Put in one document and release all at once- ready for next meeting)		
Gayle to draft up drop policy document		
Eric and Jim to talk to Fin Comm re: initial \$8500 cap		
Gayle will send Steve Our Town update to edit		
Graeme to work on hut equipment bid		
Gayle to write up logo contest sheet		

MEETING WRAP UP	
Set Next Meeting	
	Monday, Jan 7 at 5:30 pm