

| Shutesbury Broadband Committee | | |
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| 8.6.2018 | 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 checked="" type="checkbox"/> Ayers Hall <input type="checkbox"/> Graeme Sephton <input type="checkbox"/> Eric Stocker <input checked="" type="checkbox"/> Kent Whitney | |
| Guest Attendees | Jim Hemmingway (community member) Becky Torres (town admin) | |
| Approve Minutes from July 24, 2018 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable | | |
| Discussion Notes | | |
| <p>RFP Meeting</p> <ul style="list-style-type: none"> • 8 people (no Frank, Steve, or Graeme) • No coffee, anything for food • Meeting on Sat starts at 9:30 AM at the Town Hall <p>Review RFP Grid</p> <ul style="list-style-type: none"> • Review team feedback on the grid categories • Ratings: Not advantageous, advantageous, highly advantageous • Bids due Friday afternoon • Saturday will be an executive session as will the session on the 8/20 if we don't finish <p>Project and Misc Updates</p> <ul style="list-style-type: none"> • Procurement bid is out- Questions due Aug 31 • Westfield: Unveiling bid Sept 6, Award on Sept 14 • Eversource Make Ready- one app completed for poles in Amherst but others should get licenses by end of Sept • Need to ask: Scheduling is important to us; how do you figure this out? • Bill from Westfield for our design; a few charges for PVC and change orders- only over by \$490 • Edge cases <ul style="list-style-type: none"> ○ No house on the S curves- MOTION: We will only install to a live and active home- PASSED • Leverett meeting with HG&E to get backhaul from Crown Castle (run by Tom Powers from Leverett) <ul style="list-style-type: none"> ○ Mtg Sept 25- only want a technical person, not the entire committee (Ayers/Jim to go with Graeme) • OPM Construction- need to think about who we are going to hire • Conduit homes <ul style="list-style-type: none"> ○ Challenge: If we wait the ground may freeze. Can we put in drops before the main line is done and then install it? Ideally in Oct they can start. ○ You can batch homes; aerial and conduit crews will be different ○ We'll put together specs and people can do some work themselves but we will mandate professionals for some parts. <p>Announcement</p> <ul style="list-style-type: none"> • Gabe is leaving for a new job • Suggestion to borrow all the rest of the balance \$750K rather than ask the new person to do this • Becky will follow up with Gabe | | |

| Action Items | Person Responsible | Deadline |
|--|--------------------|----------|
| Kent to look at Leverett repair record | Kent | |
| Create Annual report | Asha | |
| Gayle to ask Westfield: Scheduling is important to us; how do you figure this out? | Gayle | |
| Gayle calling John to hear about PM | Gayle | |
| Steve waiting to get information from John on the hut | Steve | |
| Becky getting information on roads that require police detail | Becky | |
| Becky to follow up with Gabe on withdrawing funds | Becky | |

| MEETING WRAP UP | |
|------------------|---|
| Set Next Meeting | |
| | <p>Next meeting: Saturday, August 11, 9:30 am – 1:30 pm Monday, August 20, 6 pm – 8:30 pm</p> |