

**Shutesbury Broadband Committee Annual Town Report, Fiscal Year 2016**

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

* Estimated hours donated by Broadband Committee: ~1,500 hours (8 committee members, ~50 individual volunteers)
  + Attend regular Committee meetings (often includes work in between meetings)
  + Attend regional meetings, (WiredWest), neighboring town's broadband meetings, and state meetings (MBI)
  + Plan and execute events (Education about overall initiative to bring high speed internet to Shutesbury, Celebrate Shutesbury Booth, Informational Mailing Party, 60 to 60 Campaign, and Presentations at Town Meeting)
* Estimated in-kind donations: $500 donated from local supporters (Glazed Doughnuts, Whole Foods, local residents), $500 donated (unrestricted) from The Advisory Board Company

*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. There were 1-4 meetings each month (minus July 2016); please see the Shutesbury Broadband Committee website for detailed notes on each meeting.*

July 2015- Lay foundation for additional learning areas from peers

* Discussed the role of WiredWest to collect the planning assistance grant
* Discussed continued learning with Leverett
* Prep for meeting with Eric Nakajima from MBI (August 2015)

August 2015- Speak with MBI about next steps

* Met with Eric Nakajima from MBI
* Discussed steps to launch the subscriber campaign
* Discussed Asha and Gayle’s role in supporting neighboring town to replicate practices successful in Shutesbury

September 2015- Prepare to engage residents in updates

* Update from WiredWest delegate(s)
* Plan for Celebrate Shutesbury
* Develop scripting to explain MBI and WiredWest parallel work

October 2015- Prepare for community engagement event (60 to 60 Campaign)

* Update from WiredWest delegate(s)
* Launch 60 to 60 campaign
* Prepare 60 to 60 campaign materials

November 2015- Execute community engagement event (60 to 60 Campaign)

* Prep and training for 60 to 60 campaign with volunteers
* Execute on the 60 to 60 campaign
* Attend neighboring town Broadband Meetings

December 2015- Create action plan to address MBI concerns

* Update from WiredWest delegate(s)
* Review WIPRO/MBI report and discuss next steps
* Prep for upcoming MBI meeting
* Work on FAQ about the difference between a regional cooperative and the Leverett model

January 2016- Work with Select Board and neighboring towns to address MBI concerns

* Meet with neighboring WiredWest towns to discuss response to MBI
* Meet with Select Board to discuss state of work with MBI
* Discuss Quabbin Side Plan and HG&E/Crocker numbers
* Compile website updates
* Group edit of Our Town blurb

February 2016- Learn more about Crocker

* Update from WiredWest delegate(s)
* Presentation from Crocker

March 2016- Directly respond to MBI to address concerns

* Update from WiredWest delegate(s)
* Discuss WIRPO/MBI report
* Group edit on letter to Elizabeth Copeland (MBI)
* Call for action petition to governor, over 5000 signatures

April 2016- Directly outreach to Governor to address concerns

* Update from WiredWest delegate(s)
* Group edit on letter to the Governor’s office
* Prepare draft resolution for Town Meeting

May 2016- Present Broadband update at Town Meeting

* Update town residents on progress at Town Meeting
* Discuss Plan A2
* Generate questions for Asha and Gayle’s meeting with Bill Ennen from MBI
* Pass vote on resolution of call to action directed at governor

June 2016- Work on Readiness Profile with MBI

* Review and edit job descriptions for MLP Manager and WiredWest delegates
* Report back from Asha and Gayle on meeting with Bill Ennen and next steps
* Work on Readiness Profile components
* Assess pole survey accuracy