

# Broadband Committee Minutes

MLP Board/Broadband Committee		
5.8.2017	6 PM - 8:35 PM	Town Hall
Facilitator	Gayle Huntress	
Minute Keeper	Gayle Huntress	
Committee Attendees	<input checked="" type="checkbox"/> Gayle Huntress <input type="checkbox"/> Asha Strazzero-Wild <input checked="" type="checkbox"/> Craig Martin <input checked="" type="checkbox"/> Frank Cintino <input checked="" type="checkbox"/> Steve Schmidt <input type="checkbox"/> Ayers Hall <input checked="" type="checkbox"/> Graeme Sephton <input checked="" type="checkbox"/> Eric Stocker <input checked="" type="checkbox"/> Kent Whitney	
Guest Attendees	Aaron Bean and John Leary Westfield Gas & Electric, Jim Hemminway - Shutesbury Finance, Melissa Makepeace O'Neil - SSB, Mike Vinskey - SSB, Becky Torres - Town Admin	
Approve Minutes from 5/1/2017 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> Not Applicable		
Admin Items		
Discussion Notes	<p>Welcome Kent Whitney to the team!</p> <p>Everyone must complete their state ethics training (except Eric, already has via FinComm)  <a href="http://www.muniprogram.state.ma.us">www.muniprogram.state.ma.us</a>            Print or take electronic version and give to Asha next week</p> <p>Ask Leverett for a meeting - hold till next week when we can generate list of questions</p> <p>Nomination of Gayle Huntress to be MLP Manager</p>	
Decisions/Outcomes	Unanimous vote for Gayle Huntress to be MLP Manager	
Action Items	Person Responsible	Deadline
Drawdown/finance schedule - overall project schedule - draft	Graeme	5/15
Send previous materials to Graeme re: budget and schedule	Gayle	Done
POLE SURVEY		
Discussion Notes	<p>-contract for Rick Durant - BECKY Can you ask Donna if we can forego the WC insurance and increase the auto coverage to \$500K and forego the general liability? Donna said no.</p> <p>- what are the straggler poles from the walkabout accuracy check?</p> <p>Which poles can we remove from apps? Where we know service won't happen? (mt mineral, the water pump pole)</p> <p>Which poles are in Leverett (include Louise's pole)? (Craig)</p> <p>Which poles are in Amherst? (Craig to send list)</p> <p>Which poles are Eversource? (Osmose)</p> <p>Which poles serve Lightower (Graeme/Frank)</p>	
Decisions/Outcomes	Plan to remediate poles: will look at walk-out data this week, reconcile what is possible, work on at next meeting Need to ask pole agents for revised price quote with insurance requirements. Due Friday. Want to have contract signed by Monday.	
Action Items	Person Responsible	Deadline
Continue doing walk-outs for your poles	All	5-15

WG & E Presentation		
Discussion Notes		
<p>-Leasing Lighttower darkfiber is \$40 per mile, can use to bypass the middle mile</p> <p>-They use Nokia equipment</p> <p>-Would use 43 miles as Shutesbury per-mile estimate</p> <p>-Are not concerned about fiber shortage- have other sources than Corning</p> <p>-Timeline</p> <p>---Sign June 1 for D&amp;E</p> <p>---30 Day negotiation and specification (Sit down with designer at WG&amp;E and talk through specs, give design firm orders, have intermediary reviews.</p> <p>---44 Days to final design. Included bill of materials necessary for bid</p> <p>3 week turnaround time to send out bids and get bids back. Have special Procurement Process, boilerplate. Take design and input it, load info, have pre-bid meeting, then it goes out to builders. We get to decide who to hire.</p> <p>Ditching – minimal 8 inch depth industry standard, Trenching is \$20/foot rock (difficult dig), \$10/foot soil (easy dig) – need clarification during construction planning on conditional costs</p>		
Decisions/Outcomes		
<p>Want to work in three stages. Each separate contract:</p> <p>-D&amp;E</p> <p>-Procurement</p> <p>-OPM (Maybe – consider hiring from another firm)</p>		
Action Items	Person Responsible	Deadline
Will get DE contract from them next week, cut out parts we won't use, sign and submit	All	6/1