

## Shutesbury Broadband Committee Meeting

9.13.2016	6:30 PM	Town Hall
Facilitator	Gayle Huntress	
Minute Keeper	Gayle Huntress/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 type="checkbox"/> Frank Citino <input checked="" type="checkbox"/> Steve Schmidt <input checked="" type="checkbox"/> Ayers Hall <input checked="" type="checkbox"/> Graeme Sephton <input checked="" type="checkbox"/> Eric Stocker	
Guest Attendees	NOTES: Eric left at 7 PM to attend Finance Committee meeting. Asha joined by phone at 8 PM.	

Approve Minutes from 9/1/2016       Yes       NO       Not Applicable

## Update on MBI Project Status

Discussion Notes	<p>MBI will front money for the attachment application. Good news so town doesn't have to come up with money until 2017.            One more piece of paperwork for our green light letter – Asha will track down            Planning on signing utility attachment agreements on or before October 1            Letter to Peter Larkin requesting attachment agreement fees National Grid and Verizon was signed and sent last week, John Furey will follow up to make sure it was rec'd.</p>	
Action Items	Person Responsible	Deadline
Follow up with town treasurer to track down final readiness document and submit	Asha	9/19/2016
Schedule date with John Furey to do ride-around for preliminary engineering plan	Gayle	9/25/2016

## Town information session

Discussion Notes	<p>We need to have the information meeting soon. We need to keep townspeople informed. If we wait longer, we may have more information to share but we agreed that it was more important to get what information we do have out into the public.            Difficult to choose date with upcoming election interference. Will people be able to focus on broadband close to election time? Should meeting be before or after election?            Also discussed need to revamp the website. It has too much information and is too busy to be really useful, especially for newcomers. Goal to have it re-done by October 10.</p>	
Decisions/Outcomes	Tentative date scheduled for week of November 13 <sup>th</sup> – checking on dates	
Action Items	Person Responsible	Deadline
Check on school gym availability – Nov14, 16, 17	Asha	9/21/2016
Mock up new website	Gayle	10/1/2016

## Budget Creation

Discussion Notes	<p>Leverett has offered to meet with ready towns who are working with MBI to share all the information they have about operating a network. We have gotten lots of information from them over the last two years, as well as information from Crocker and MBI – and it doesn't always line up. So, we want to meet with them to get the best, most accurate information directly from the source as well as ask specific line-item budget questions.</p>	
Action Items	Person Responsible	Deadline
Invite Kent Whitney to come to meeting	Gayle	9/15/16

## WiredWest Update

Discussion Notes	<p>WiredWest is still working on Plan A2 and is seeking information from ISPs. WW is exploring a partnership with Corning (glassmaker). They are looking at designing and engineering and building the entire network.            WW got 10 inactive towns to drop out so quorum won't be at risk going forward. Also instituted new drop rules for inactive towns.            In the meantime we will continue to make sure our forward movement continues towards pole survey and construction.</p>	
Action Items	Person Responsible	Deadline
Gayle will send documents to David Devore to post to help other towns		
Graeme to research Corning as company and connecterized system benefits.		
Ayers and Graeme will go to Fujitsu/WW presentation on the 22 <sup>nd</sup> next week		

**MEETING WRAP UP**

**Set Next Meeting**

9.13.2016	TBA	TBA
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Agenda Items	Work on website review Set info meeting details
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**Adjourn at 8:20 PM**