

MLP Board/BB Committee		
7.10.2017	6:30	Town Hall
Facilitator	Gayle Huntress	
Minute Keeper	Gayle Huntress	
Committee Attendees	<input checked="" type="checkbox"/> Gayle Huntress <input type="checkbox"/> Asha Strazzero-Wild <input type="checkbox"/> Craig Martin <input type="checkbox"/> Frank Cintino <input checked="" type="checkbox"/> Steve Schmidt <input checked="" type="checkbox"/> Ayers Hall <input checked="" type="checkbox"/> Graeme Sephton <input type="checkbox"/> Eric Stocker <input checked="" type="checkbox"/> Kent Whitney	
Guest Attendees	Melissa Makepeace-O'Neill, Becky Torres	
Approve Minutes from 6/27/2017 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> Not Applicable		
Misc Updates		
Discussion Notes		
<p>Joan Epstein and Burt Franzin: Pelham residents on border want service for them and neighbor – can see the pole. How do we handle requests? Will likely allow border houses in other towns to connect to our network provided they pay 100% of build costs and request to be included during initial build period. Will await their letter then will have Graeme work if connection</p> <p>Heard back from leverett re: more details from HGE – got them. Are we all set? Yes, Kent will finish spreadsheet. They asked for spreadsheet from kent – will send. Not sure about potential meeting as they are not meeting regularly this summer. No, don't worry about it. We can email urgent or specific questions to them as needed. Maybe get together in fall.</p> <p>Got professional services grant =! \$360K in our bank account. Kent – update on financial review of operations plans. Need to proceed with formal RFP process or RFI process so we can get exact quotes and adhere to proper channels for obtaining this info.</p> <p>Becky: MIAA quote for insurance(lots of vacations, MIAA is working on a special consideration for towns for this. Might be really beneficial) Rec'd checks so we can pay for pole apps. Donna – check about connecting to supply space. Becky will bug her. Is it OK that we applied poles as the town of shutesbury rather than the MLP specifically? Graeme and Becky both say it's fine.</p>		
Decisions/Outcomes		
<p>MISC: Discussion of usage of our network as Emergency Management Communication system. Graeme confirmed we can run whole system locally without connection to wider internet if needed. Would be limited if trees were down cutting off people down the line off, but it would work to use our hut as communications hub for as far it would go. Consider perhaps getting backup Hughes Net Satellite at town hall for backup. Affordable \$70/mo – could likely get a grant to pay for all of it.</p>		
Action Items	Person Responsible	Deadline
Write up RFP/RFI for operations	Kent	Monday
Becky, send Kent RFP/RFI templates	Becky	ASAP
Check our files for any previous work on RFPs (no results)	Gayle	Done
Pole Apps		
Discussion Notes		
<p>all pole apps have been submitted except Eversource Waiting on MBI (again!!) for the data Will ask Todd for ETA so we can plan, will complain to Bill Ennen by Friday if we don't get it.</p>		
Decisions/Outcomes		

Action Items	Person Responsible	Deadline

Review Boilerplate WGE Contract		
Discussion Notes		
Steve completed draft. Cut out pole survey and pole agent phases and parts. Still need to work out the financial estimates when Craig returns – have disagreement between Rowe spreadsheet and the Plainfield contract.		
Decisions/Outcomes		
Action Items	Person Responsible	Deadline
Send around Draft to whole team with quick summary of changes and cc in becky to send to Donna for initial review	Steve	Wednesday

MEETING WRAP UP		
Set Next Meeting		
7.10.2017	[Meeting Time]	[Meeting Location]
Agenda Items	July 17 <sup>th</sup> next mtg. WGE contract review, possible sign-off and send Discussion of RFP/I draft	
Adjourn at [Meeting Time]		