

Committee Name		
1.11.2018	6 PM	Town hall
Facilitator	Gayle Huntress	
Minute Keeper	Gayle Huntress	
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 - call in <input checked="" type="checkbox"/> Graeme Sephton <input checked="" type="checkbox"/> Eric Stocker <input checked="" type="checkbox"/> Kent Whitney	
Guest Attendees	Jim Hemminway	
Approve Minutes from 12/4/2017 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> Not Applicable (and 1/5)		
<b>Make Ready Status</b>		
Discussion Notes		
<p>All of the advice we received at the start of the project (from the utility representatives, from Westfield, from MBI) said to INCLUDE all service poles on the applications. Note that the utility representatives we had access to at the time were the license people (not the people doing the actual make-ready work). Rick, our pole agent, advised to NOT include them but the utilities <i>insisted</i> we would just have to apply for them later anyway so for efficiency we included all service poles in the applications. Rick thought this would fine.</p> <p>Fast forward four months: The first make-ready invoice we got was really high. When Verizon was questioned about erroneous charges (ie. Doing unnecessary make ready work on drop-poles because they were treating these poles like sturdy mainline poles needing extra support, replacements, etc), Verizon recommended removing service poles. Rick worked with Verizon to tediously REMOVE about 230 poles from 12 applications. Verizon in turn worked with NGrid to get those same poles removed from their applications, too.</p> <p>Need to decide what to do with service poles which are currently unlicensed. Recommending that we apply in 6-9 months using unauthorized attachment clause.</p> <p>1) You will no doubt spend big make ready money on poles that you will never attach to. (ie. to pre-apply means we have to know ALL the service poles that will be used according to everyone who is getting hooked up. We won't know this for another 4 months, at least. Then add another nine months to that to get licenses for those service poles – likely more like 12 months since the utilities are about to be slammed with pole applications from other towns throughout the state)</p> <p>2) You will pay for unnecessary service pole replacements if you lump them in with the strand poles.</p> <p>3) You don't know (yet) how many service poles are the only option to provide service. Which ones are necessary and which ones aren't?</p> <p>4) Many service poles can be avoided by underground installs.</p> <p>5) Many service poles may have pipe in the ground already.</p> <p>6) Underground drops are way cheaper to maintain - they don't fall down when the wind blows.</p> <p>7) If a service pole is attached to by the drop installer, you can submit the paperwork then and still be legal.</p> <p>8) Putting all the poles back on the apps will cause extra stress and work to an already weak process.</p> <p>9) Dave W and Tim R (Verizon and NGrid reps) did highly recommend us taking them off - there is a reason for that.</p> <p>10) Putting them back on would cause a huge delay as now all the apps would need to be renegotiated.</p> <p>11) We have an opportunity to be first on the list for the make ready work- they will get this work done sooner. Waiting for all these service poles will cause months of delay.</p> <p>12) Adding the poles back on may cause integrity issues and therefore will no longer take us seriously.</p> <p>Discussed Sand Hill Road and pole #38 which we cannot attach to.</p>		
Decisions/Outcomes		
- Will apply for service poles following construction. No additional penalty for this and will save time and money.		
Action Items	Person Responsible	Deadline
Remove 30 Sand Hill Road Poles for section not needed	Gayle	
Tell WGE we want new pole to replace #38	Gayle	
Find out process for Pole hearing	Steve	
Send bill to Leverett extension household for make ready, 6 poles	Gayle	
<b>MLP Structure</b>		
Discussion Notes		

State has clear guidance what the correct governance structure is. Right now we have 8 member BBC and 5 member MLP board with overlap of some individuals. Current members must submit nomination papers by March 19<sup>th</sup> if you want a spot on the MLP board in elections. Other towns are simply doing an appointed MLP manager with volunteer members, run like a town department.

Decisions/Outcomes

Proceed with elections in May, see what the next year brings, then decide next year if we should change the leadership structure or move to 3 member board.

Action Items	Person Responsible	Deadline

**Drops to homes – encouraging underground**

Discussion Notes

Think about how to encourage underground installation to reduce maintenance and pole rental fees. Will need to do an analysis of this to see if the increased installation cost is worth it in the long run. Could offer materials free to homeowners (conduit)? Or subsidies? Again, will need do to full analysis of installation costs. Put this discussion on hold until we have our full design.

Decisions/Outcomes

Action Items	Person Responsible	Deadline
Send out CAD to team	Gayle	

**WW Update**

Discussion Notes

15 Towns signed MOU Agreement with WGE about to be signed Represents over 10,000 potential customers

Will need another in-depth operations assessment and to submit RFPs so we can compare WW to solid other offers.

<b>Decisions/Outcomes</b>		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Write RFP draft, goal to get it out by march 1	Kent	
Ask Margie about RFP pitfalls	Steve	

<b>MEETING WRAP UP</b>		
<b>Set Next Meeting</b>		
1.11.2018	[Meeting Time]	[Meeting Location]
<b>Agenda Items</b>	<b>Meeting</b> <b>Monday, January 29<sup>th</sup>, 2018</b> <b>6:00 PM to 8:00 PM</b> <b>Shutesbury Town Hall</b>  <b>Thursday, February 8<sup>th</sup>, 2018</b> <b>6:00 PM to 8:30 PM</b> Shutesbury Town Hall <b>(Partial Joint Meeting with Finance Committee)</b>	
<b>Adjourn at 7:45PM</b>		