

Shutesbury Broadband Committee		
2.26.2018	6:00 PM EST	Shutesbury Town Hall
Facilitator	Gayle Huntress	
Minute Keeper	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 Cintino <input checked="" type="checkbox"/> Steve Schmidt <input checked="" type="checkbox"/> Ayers Hall (phone) <input checked="" type="checkbox"/> Graeme Sephton <input type="checkbox"/> Eric Stocker <input checked="" type="checkbox"/> Kent Whitney	
Guest Attendees	Becky Torres (Town Admin) Jim Hemingway (Community Member) Susie Mosher (Town Clerk)- paperwork session	
Approve Minutes from Feb 8, 2018 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable		
Discussion Notes		
<p>Approved minutes from 2.8.2018</p> <p>Paperwork with Susie Mosher for MLP Positions:</p> <ul style="list-style-type: none"> <li>• 1 one year- Kent</li> <li>• 2 two year- Craig, Graeme</li> <li>• 2 three year- Gayle, Steve</li> </ul> <p>Discussion of overage charges for make ready work</p> <ul style="list-style-type: none"> <li>• Gayle talked to Bill Ennen - EOHED is going to cover the gap of make ready work.</li> <li>• EOHED will send us a letter that they are going to amend our grant award to add to our funds. We will be close to knowing what that amount will be but not sure what it will be. Will use this letter to set up borrowing to cover the gap (or petition for free cash – mechanism to be determined when we get more details). After the true up- 6- 12 months from now, we make a claim and EOHED will approve and cover.</li> <li>• Gabe (Treasurer) will work with folks to figure out how this will work. Could do a simply majority vote to ask for free cash to cover in advance of the true up.</li> <li>• This means we can avoid the “double pole” challenge.</li> <li>• Overage only apply to mainline poles- not service drops. (We did not include any service poles on our application)</li> <li>• Will know a lot more by April 1</li> </ul> <p>Sand Hill Road Coverage Discussion</p> <ul style="list-style-type: none"> <li>• For now we'll keep it on the application</li> <li>• Gayle to discuss with WG&amp;E</li> </ul> <p>Steve talked to Margy/Leverett about pole installation</p> <ul style="list-style-type: none"> <li>• It was part of Millennium's job; not sure what it costs and it might have been farmed out</li> <li>• Liability insurance- entire Leverett plant is owned by MLP so it's all part of MLP insurance package</li> <li>• Rick Durrant went out and looked at all tagged poles and thinks we should challenge 7 poles (condemned poles etc.)</li> </ul> <p>Pelham Residents</p> <ul style="list-style-type: none"> <li>• They have to pay everything out of pocket on their own – 2 homes</li> <li>• They have already paid \$1K to do the application from them etc.</li> <li>• We received half of their costs; looks like it will be over \$10K</li> <li>• Graeme is going over to look at poles that are tagged as needing replacement; we might be able to trench and avoid make ready</li> </ul> <p>RFP Process</p> <ul style="list-style-type: none"> <li>• Review RFP put together by Kent</li> <li>• Will use Leverett's contract as a template- Steve to get templates <ul style="list-style-type: none"> <li>◦ Most recent ISP contract from OTT</li> <li>◦ Operations contract from HG&amp;E</li> </ul> </li> <li>• Construction in November 2018, January 2019 = soonest light up</li> <li>• Will speak with New Salem to submit for the designated poles on Cooleyville Rd- they will take care of it on their application since they already have other poles</li> </ul>		

Town versus Independent

- Don't think Joann (rep) has been actively working on this; she's going to be exploring underwriters for us
- Either behave as a dept of the town or as separate entity (MLP), separate tax id
- Consider best insurance option
- Will be other benefits/ pros/ cons to discuss as well/ operating as a business- separate finances/ possible joint audit
- Independence in decision making

FYI from Becky on finance review: interest can be debt excluded as we go- aka \$30K can be added to the tax rate. Could help us not deplete our funds further or have to go back for additional appropriation. Bond payment and interest will be added to tax levy.

Action Items	Person	Deadline
<i>Go through draft RFP from Kent</i>	<i>Team</i>	<i>Mar 19</i>

MEETING WRAP UP

Set Next Meeting

Agenda Items	Next meeting is Monday, March 19, 2018 at 6 pm. Agenda items: <ul style="list-style-type: none"><li>• Ops spreadsheet</li><li>• RPF review</li><li>• Contracts review</li></ul>
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Adjourn at 8:00 PM