

MLP/Broadband		
5.22.2017	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 checked="" type="checkbox"/> Craig Martin <input type="checkbox"/> Frank Cintino <input checked="" type="checkbox"/> Steve Schmidt <input type="checkbox"/> Ayers Hall <input checked="" type="checkbox"/> Graeme Sephton <input type="checkbox"/> Eric Stocker <input checked="" type="checkbox"/> Kent Whitney	
Guest Attendees	Becky Torres	
Approve Minutes from 5/15/2017 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> Not Applicable		
Misc Items and Admin		
Discussion Notes	<p>Ethics Cert Collection – Have from Eric, Steve, Gayle, Kent, Frank Review: Kent, electric outage research – contacted DPU – found site with information, will keep working on it Gayle – Leverett meeting scheduling – meeting, will get back to us. Do we need to do a D&E bid or can we just sign on with WGE? – Sign intermunicipal agreement Becky – cert of insurance and surety bond. Will get update in a week.</p> <p>Mike V. signed contract with EOHED will get \$360K in 30 days from Wednesday. Need to meet with Gabe to figure out MLP account. Separate from town. Accountant Gail already set up MLP fund for us for tracking expenditures</p>	
Decisions/Outcomes	Steve will meet with Gabe	
Action Items	Person	Deadline
Steve – talk to Gabe about how to set up accounting practices	Steve	6/5
“ “ “ costs for borrowing	Steve	6/5
“ “ “ short term borrowing schedule	Steve	6/5
Pole Survey Review		
Discussion Notes	<p>Applying for new salem poles? What should we do? Osmose didn't pick up that poles jump into shutesbury for a few feet. Should we ask rick? MBI?</p> <p>Which order should we apply for poles? Map exercise</p>	
Decisions/Outcomes	<p>Order of application should be:</p> <ol style="list-style-type: none"> 1. longest main streets 2. cross streets 3. smallest streets and Wyola tangles 4. service poles 5. neighboring town folk who meet "edge criteria" <p>Marked up map with order for applications</p> <p>Will apply for New Salem jump poles – include with Service Pole apps.</p>	
Action Items	Person	Deadline
Call Aaron Bean to make sure he agrees with order	Gayle	Today

Add cost per pole to the database	Gayle	5/30/17
Call Ngrid and Verizon to figure out cost per application	Gayle	Today
Make sure Becky gets application fees in advance, if any	TBA	

Review Project Draw Down Schedule		
Discussion Notes		
<p>Steve – Graeme - group review of draw down Make a copy of contract for Gabe – is that enough to borrow from town until we get our Grant?</p>		
Decisions/Outcomes		
Action Items	Person	Deadline
Becky needs list of poles for each company for surety bond	Gayle	tomorrow
Find out what each pole application costs	Gayle/Util	tomorrow
Ask Becky to ask Gabe to cut checks for application fees	Gayle	6/2