

MLP Board and Broadband Committee			
8.28.2017		6:30 PM	Town Hall
Facilitator	Gayle Huntress		
Minute Keeper	Asha Strazzero-Wild		
Committee Attendees	<input checked="" type="checkbox"/> Gayle Huntress <input checked="" type="checkbox"/> Frank Cintino <input checked="" type="checkbox"/> Graeme Sephton	<input checked="" type="checkbox"/> Asha Strazzero-Wild <input type="checkbox"/> Steve Schmidt <input type="checkbox"/> Eric Stocker	<input checked="" type="checkbox"/> Craig Martin <input type="checkbox"/> Ayers Hall <input checked="" type="checkbox"/> Kent Whitney
Guest Attendees			
Approve Minutes from 7/24/2017 <input checked="" type="checkbox"/> Yes (unanimously approved) <input type="checkbox"/> NO <input type="checkbox"/> Not Applicable			
<b>Admin Items</b>			
Discussion Notes			
<p>Pole Attachment Update</p> <ul style="list-style-type: none"> <li>• All pole attachments are in and are paid for</li> <li>• Make ready surveying has begun; Osmose sighting across town</li> <li>• Ride outs scheduled for Sept 30 with Rick</li> </ul> <p>WG &amp; E Contract</p> <ul style="list-style-type: none"> <li>• Used boiler plate contract and got it all set with Donna and Steve</li> <li>• Flag: Donna/Town Lawyer came back with a ton of edits; she did another read and found more changes she wants to make</li> <li>• When Steve is back, we need to get a cut off date- Ashfield, Plainfield already signed their agreement and approved</li> </ul> <p>To do</p> <ul style="list-style-type: none"> <li>• Need to do a conduit spec and guide for residents asking questions about preparing for Broadband</li> <li>• WG&amp;E should be able to give us info based on their gas conduit work</li> </ul> <p>MLP Webinar- Heath MLP Conference on September 22</p> <p>WiredWest wishes to inform you of a conference being hosted by the Town of Heath on the subject of Municipal Lighting Plant (MLP) accounting and management, with special focus on legal and accounting matters pertaining to building and operating a broadband network. <b><u>“MLP’s: What Towns Need to Know”</u></b></p> <p><b><u>Friday September 22, 2017 at Heath Elementary School, 9 am to 3:30 pm</u></b></p> <ul style="list-style-type: none"> <li>• Options for towns in overseeing and managing broadband make-ready work</li> <li>• Responsibilities of the MLP Manager</li> <li>• MLP recordkeeping versus Town recordkeeping?</li> <li>• Maintaining separateness between the MLP’s and the Town</li> <li>• In the absence of an elected MLP Board does the Select Board have the full powers of the MLP Board?</li> <li>• When is the MLP Manager authorized to sign contracts without BOS approval?</li> <li>• What is recommended to ensure good communication between the MLP manager and the Select Board?</li> <li>• What sub accounts are recommended for managing finances during broadband make-ready; what is recommended as to how the accounts should be managed?</li> <li>• What is recommended for small towns to ensure compliance with 30B procurement exemption?</li> <li>• How does the Municipal Modernization Act impact MLP’s?</li> <li>• Is the Town at risk for MLP debts?</li> </ul> <p><b>Confirmed Guest Speakers include:</b>            James F. Goulet, CPA, MST with Goulet, Salvadio &amp; Associates P.C. in Worcester, MA, whose firm provides accounting services and consultation to several MLP’s in the central and eastern part of the state.            Diedre Lawrence, and attorney with Duncan &amp; Allen N.E. LLC in Braintree, MA, an expert on MLP law and also the attorney for WiredWest.</p> <p>We will RSVP as a group; let Gayle know if you can go!</p>			

RFIs should be coming in on Sept 1

- Will set up a work group to do RFI review
- Kent, Graeme, Steve (Craig as an alternate)

Pelham Residents

- Shared estimates with Pelham residents; they asked for itemized estimates that we can't give yet
- \$950 just on a "maybe" for us to do the make ready work and build estimates- that's the only way to get a real estimate but we expect it to be in the thousands when it's all said and done. Can't spend Shutesbury taxpayer dollars to subsidize Pelham, tax dollars nor grant dollars. We'll manage the project but they have to pay the costs for it. Gayle will email them a summary and request payment by October 1<sup>st</sup> if they want to go forward(need to slide them into current make-ready to avoid delays so need to do fairly soon)
- Suggest that they go to the town (Pelham) to see if they will help with the costs

Decisions/Outcomes		
Action Items	Person Responsible	Deadline
Next meeting Sept 11- will review RFIs then	Kent	