



Shutesbury Broadband Committee Annual Town Report, Fiscal Year 2017

Prepared by Asha Strazzero-Wild and Gayle Huntress, Committee Co-Chairs

- Estimated hours donated by Broadband Committee: ~1,500 hours (9 committee members, ~20 active individual volunteers)
 - Attend regular Committee meetings (often includes work in between meetings)
 - Attend regional meetings, (WiredWest), neighboring town's broadband meetings, and state meetings (MBI)
 - Plan and execute events (Education about overall initiative to bring high speed internet to Shutesbury, Informational Meetings, and Presentation at Town Meeting)
- Estimated in-kind donations: \$200 donated from local supporters (Glazed Doughnuts and local residents), \$500 donated (unrestricted) from The Advisory Board Company

Note: Each month the Broadband Committee had a focus area; the bullets for each month summarize the key activities the Committee engaged in and discussed each month. There were 1-4 meetings each month; please see the Shutesbury Broadband Committee website for detailed notes on each meeting.

July 2016- Begin Town Readiness Profile (requirement from MBI)

- Meet with MBI to confirm requirements for Town Readiness Profile
- Work on Town Readiness Profile

August 2016- Complete Town Readiness Profile

- Complete Town Readiness Profile with MBI
- Recommend special warrant article to Select Board

September 2016- Prepare to engage residents in updates and progress

- Review Town Readiness Profile with MBI
- Work with MBI to get Osmose started on pole inventory and start agreement process with utility companies for pole applications

October 2016- Prepare for neighboring town meeting

- Plan for neighboring town meeting to share best practices (other towns going through Readiness Profile)
- Work with MBI and town treasurer on final paperwork for Town Readiness Profile

November 2016- Host neighboring town meeting and prepare for town info session

- Host neighboring town meeting
- Prepare for town info session
- Update Broadband website

December 2016- Host town info session

- Host town info session
- Discuss next steps with MBI; send request letter to Peter Larkin

January 2017- Work on pole survey MOU and agreements

- Work on pole survey MOU and agreements
- Sign pole survey MOU

February 2016- Engage in more broadband learning (attend MBI and informational meetings)

- Attend meeting with Peter Larkin/MBI
- Attend Procurement workshop
- Discuss next steps to set up MLP Board
- Start planning for special town meeting to set up MLP Board

March 2017- Prepare for special town meeting to set up MLP Board

- Continue planning for special town meeting to set up MLP Board
- Outline key dates to work towards for pole application, network design and bid
- Group edit on Our Town newsletter
- Advocacy on state level to remove state gridlock for Last Mile Projects

April 2017- Host special town meeting to set up MLP Board

- Host special town meeting to set up MLP Board
- Review pole survey data from Osmose and outline needs from Pole Shepard
- Continued advocacy on state level to endorse EOHED as new administrator of Las Mile Projects instead of MBI

May 2017- Present update at Town Meeting and begin setting up accounting

- Discuss qualifications for pole survey bids
- Review payments on Pole Shepard and applications
- Work with Select Board to select and appoint newly formed MLP Board
- Work with town treasurer to set up accounting and borrowing schedule

June 2017- Update website and begin reviewing contracts

- Update website
- Review boiler plate language in contracts and WW MOU