



## SHUTESBURY PUBLIC MEETING NOTICE

Posted in accordance with the provisions of MGL 30A §§18-25

### Shutesbury Broadband Committee/MLP Board

**Monday, December 3, 2018  
5:30 PM – 6:30 PM (Open Meeting)**

#### **AGENDA**

##### **Take Attendance**

Gayle Huntress  
Craig Martin  
Graeme Sephton  
Steve Schmidt  
Kent Whitney  
Becky Torres  
Jim Hemmingway

##### **Approve minutes from 11/24 - YES**

##### **Make-Ready Update**

Heard back from Jim Crowley...I do have a couple of concerns about having Triwire begin early with running strand. As you mentioned, getting the contract re-worked to have Triwire start early could get complicated with the insurance requirements and language changes to the contract. There could also be potential issues if they were to inadvertently attach strand to an unlicensed pole. Does not recommend this – will not get project done faster.

Rec'd drop make-ready:

**\$12,391.00 Verizon**

**\$15,229.99 Verizon**

**\$13, 777 NGrid**

**And \$24,282 Ngrid**

67700 plus 10% overage is \$72,200 (what we're budgeting for)

**MLP Manager Position Update** – meeting with Select Board went fine. Open to the idea. Need to follow proper procedure. Funding for it might be hard. Gayle would have to resign as MLP Manager to accept alternate proposal as Project Coordinator.

Idea to create a 1 year contract for a Broadband Project Coordinator (1099 status instead of employee) for \$20,000. (Health insurance plans purchased on the open market with a \$2000 deductible start at \$1258/mo = \$15,096/yr. Taxes (including self-employment taxes) are 35%.)

## **Next week – prep for FinCom meeting**

Can we satisfy debt service through the BB Operating Budget? Will any more capital be needed from the town to get things rolling?

FinCom is very much behind the project but is just wondering how/if it will affect town finances. Present budget in 3 parts: the capital costs, first year of operations and ongoing operations budget.

The FinCom has been assuming\hoping that subscription fees would cover the debt service. If the fees don't cover all the debt service, we'll consider paying off some of the short term borrowings with cash reserves to lower debt service on the long term borrowing, to a level that the fees can cover. Alternatively, we could consider using cash to cover the portion of debt service not covered by fees, for the first few years. I expect the debt service will decrease each year as we make semi-annual payments and interest costs decrease - need to check with Becky and Treasurer. If this is the case, at some point in the future, debt service will fall to a level that fees can cover. Cash could bridge the gap.

After the first year the goal remains to make our ShutesburyNet a self-sustaining business with minimal to no impact on Town Finances.

## **Hut Equipment Bid Update and Drop Installation Bid Update**

– will WG&E do? Do we want them to?

\$9914 for Construction contractor procurement, construction bid price. See how much of this they have used already? Material bidding and procurement management of material costs: \$7580. Graeme will work on the Drop Installation bid as first priority.

## **Additional Items – Quick Updates**

**CAF II meeting tomorrow.**

**Wendell wants us to serve pine brook camp. Added them as a customer.**

Becky provided do a summary sheet (register of proposals) with vendors name of who responded for those that submit a public records request.

## **6:30 PM – 8:10 PM (Executive Session)**

Shutesbury Town Hall

**\*Note: The second half of this meeting will be held in Executive Session so will not be open to the public because we will be reviewing proposals from vendors bidding on network operations. The bids contain proprietary information. Legal wording below.**

Reason for executive session pursuant to M.G.L. c. 30A, section 21, 7 “to comply with or act under the authority of any general or special law ...” The general law being M.G.L. c. 164, section 47D. (M.G.L. c. 164, section 47D which states that “A municipal lighting plant created pursuant to the provisions of this chapter or any special law shall be exempt from the public record requirements of section 10 of chapter 66 and the open meeting requirements of sections 20 and 21 of chapter 30A in those instances when necessary for protecting trade secrets, confidential, competitively sensitive or other proprietary information provided in the course of proceedings conducted

pursuant to this chapter when such municipal lighting plant board determines that such disclosure will adversely affect its ability to conduct business in relation to other entities making, selling or distributing electric power and energy pursuant to this chapter.”

M.G.L. c. 164, section 47E states “When ever apt, the provisions of this chapter and chapter 44, which apply to the operation and maintenance of a municipal lighting plant, shall apply also to the operation and maintenance of such telecommunications system.”)

**ISP/NO Contract Discussion (Exec Session)**  
**Discussed ongoing Crocker contract.**

**Adjourn**  
**Set next meeting dates.**