

Shutesbury Broadband Committee			
12.10.2018		5:30 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 checked="" type="checkbox"/> Frank Cintino <input checked="" type="checkbox"/> Steve Schmidt Ayers Hall <input checked="" type="checkbox"/> Graeme Sephton <input checked="" type="checkbox"/> Eric Stocker <input checked="" type="checkbox"/> Kent Whitney		
Other	Becky Torres, Town Administrator Jim Hemenway, Community Member		
No minutes to approve this week			
Notes			
	<p>Upcoming meetings:</p> <ul style="list-style-type: none"> • Meeting with TriTown on Dec 13th from 4:00-6:00 • Meeting with TriWire on December 19th at 3:30-5:30 <p>Make Ready Update:</p> <ul style="list-style-type: none"> • Crews are getting aligned • Review of some sketchy poles that we are working on- Graeme to give this house a nudge on this pole • Wrapping up January Hills poles (stray voltage!) <p>Other Updates:</p> <ul style="list-style-type: none"> • Personnel board met last week- Team would like to hire Gayle as the MLP Manager. To do this, Gayle will need to resign for 30 days to get hired by the town. Town will have JD on Wed. Gayle will send resignation on Wed to MLP Board with a copy to the Select Board. • Interim plan: Someone will need to help sign invoices and explain what they are and sign any contracts that come up and any other official business. • Contingent upon Gayle's resignation, Asha will be appointed to be the MLP Manager. Unanimous except for Gayle's abstention. <p>Hut updates</p> <ul style="list-style-type: none"> • Jim offered to build a computer; on hold for now • No word from Nokia • Will follow up with Calix again 		
Budget review	<p>Review budget document together Discuss drop policies- TBD Discuss installations</p> <ul style="list-style-type: none"> • We provide the electronics/ materials and Matt can pre-install the equipment on it with hardware on it; installer brings panel and takes the whip from panel from ONT to NID on outside of the house, caulks it up, and then plugs it in and they are done. • Homeowners would work directly with Crocker <p>Drop RFP</p> <ul style="list-style-type: none"> • Need to discuss what's included and what's in our contract already with Crocker • Follow up with Alford- they did their own • Ask Westfield what they are doing- see if we can get Tri-Town on this information with us 		
Action Items	Person Responsible	Deadline	

Becky to work on Inter-governmental agreement wrap up		
Asha to put together Executive Meeting session notes (Put in one document and release all at once- ready for next meeting)		
Steve to write a note and show where the conduit runs		
Gayle to follow up in Tri-Town meeting re: Westfield drop RFP		
Kent to review drop construction budget and send feedback to Gayle		

MEETING WRAP UP	
Set Next Meeting	
	December 18 th : Budget meeting with SB on 12/18 Committee to arrive at 6 pm for final meeting and prep