

Shutesbury Broadband Committee			
12.18.2018		6:00 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>RFP Discussion: Review grid from Graeme These questions are noted to give the bidders a best guess on cost estimates based on a take rate of 75%</p> <p>Do we need to require back up for phone service if we offer phones?</p> <p>Review the word document Goal to get this out the second week of January Min 4 weeks for bidding process</p> <p>Jan 10 and 22- Westfield Pres to other towns</p>		
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			
MEETING WRAP UP			
Set Next Meeting			
	Jan 3 at 5:30 pm		