



## **SHUTESBURY PUBLIC MEETING NOTICE**

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

### **Shutesbury Broadband Committee/MLP Board**

**Wednesday, December 19, 2018**

**3:30 PM – 5:30 PM**

Shutesbury Town Hall

#### **AGENDA**

**1. Take Attendance**

**Jim Crowley, Lead Project Manager Sr. Network Engineer**  
**Keith Pronowicz, Technician**  
**Gayle Huntress, MLP Manager**

#### **TRI WIRE ENGINEERING**

**Finance: Accounting**

Michael Salvas

**Invoicing**

Marsha Paegle

**Construction Field Lead:**

Eric Graves

**Project Management:**

John Furey

**2. Introductions**

Group introduced themselves and their role in the project.

**3. Schedule for build**

Start construction first week in January. Over next two weeks John/Justin will do ride-arounds assuring make-ready. Jim to schedule material delivery.

**4. Make-ready Check ( & form 8)**

Form 8's don't need to be submitted until the end of the project.

**5. Materials Management**

- a. Site use and security – Will set up staging area with lock boxes across from Highway dept.
- b. Working with WG&E –Jim will interface with WGE regarding material delivery needs and schedule.

**6. Weekly Status Meeting – Decide on time and day**

Every Wednesday at 3:30 at the town hall.

**7. Kinds of problems that happen – and how to resolve them**

- a. Resident issues, problems with make ready, missing materials. Contact Gayle.

**8. Daytime MLP Contact**

- a. Contact Gayle – works from home and available most days. Jim is also available as well as Becky Torres, Town Admin.

**9. Other Questions**

- a. Billing – done on a 2 week schedule. Jim will approve work, tell Gayle who will do the warrant every 2 weeks.

**10. Adjourn**