

Shutesbury Broadband Committee			
1.14.2020		5:30 PM EST	Shutesbury Town Hall
Facilitator	Gayle Huntress		
Minutes	Jim Hemingway		
Committee Attendees	<input checked="" type="checkbox"/> Gayle Huntress Frank Citino <input checked="" type="checkbox"/> Graeme Sephton	<input checked="" type="checkbox"/> Jim Hemingway <input checked="" type="checkbox"/> Steve Schmidt <input checked="" type="checkbox"/> Eric Stocker	Craig Martin Ayers Hall Kent Whitney
Other	Becky Torres, Town Administrator		
Approved minutes for 12/19/2019			

Future meetings will be scheduled for the third Wednesday of the month, 5:30pm.

Construction Updates: last home was installed today. Some temporary air drops made due to frozen ground which made it impossible to bury conduit for fiber. Sertex will return in the spring to install microduct at those few locations. Roughly 765 installs completed overall so far.

HVAC discussion – much discussion about how to set the low and high limits for heating and cooling the ShutesburyNet Hut behind the Town Hall. Steve and Graeme to investigate. Gayle to set.

Leftover cable: we will inventory what's left over and possibly sell some of it.

Division of tasks for MLP/committee members now that the network construction is complete.

Crocker will manage the network extension builds that come up in the future. Crocker needs some support from us for completing PURMA insurance claims should they occur. CAFII: Crocker will manage reporting requirements to Westfield Gas & Electric. First bill for setup has arrived. Steve to add ongoing expenses for CAFII administration to annual budget. Annual benefit will come to us when all towns have their network builds completed 2021/22. In the meantime we will start offering Lifeline funding, We will incur some expense until this happens.

Jim H. will manage minutes and meeting notifications. Jim will also get emergency calls from Crocker to investigate storm damage claims and service problems that need to be looked at before any truck roll is scheduled. There will also be an email notification list for issues and problems of this sort that come up as well.

Records will be kept for hut maintenance – Steve and Graeme will manage. Steve will manage finances – bills, warrants, etc.

Graeme will be our Technical Advisor.

DigSafe requests might be problematic if homeowners or contractors want to know where the microduct is buried. Gayle will request that Crocker provide a copy of the as-built buried conduit details for any subscriber who requests it who intends to dig in the vicinity of buried MLP conduit.

The State is a little behind on reimbursements, including ones for MakeReady work done some time ago.

Ring backup agreement for Leverett has been executed – cost to us for implementation is under \$500.

Set Next Meeting	
	Wednesday, February 19, 2020, 5:30pm

