

Shutesbury Broadband Committee			
5.20.2020		5:30 PM DST	
		On Line Zoom Meeting	
Facilitator	Gayle Huntress		
Minutes	Jim Hemingway		
Committee Attendees	<input checked="" type="checkbox"/> Gayle Huntress	<input checked="" type="checkbox"/> Jim Hemingway	<input checked="" type="checkbox"/> Craig Martin
	<input checked="" type="checkbox"/> Frank Citino	<input checked="" type="checkbox"/> Steve Schmidt	<input checked="" type="checkbox"/> 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		
Approved minutes for 4/15/2020			

Hut Report: not much to report, humidity level is fine. Short discussion on what the ideal humidity range would be.

Maintenance & Service: No major issues. Help tickets and complaints were generally resolved adequately by Crocker.

New Installations: Tri-Wire was called to access the passive splitter by the Lake in order to complete one of the two new installs since Crocker doesn't have a bucket truck. At any rate, two new installs since last time. Cut sheets will be updated with information and data about the new installations. All of the fiber connection data for these new installations and future ones need to be properly integrated into our fiber database which is currently stored in Dropbox.

Two maintenance issues at 45 Wendell Road and 78 West Pelham Road. Our policy is that if someone calls with a fiber repair issue after 2pm, no trucks will roll until the following day. Maintain that policy? Non-business hours service calls are more costly. The hope is to instruct Crocker to vet post 2pm service calls in such a way to encourage everyone to go along with this policy. Tri-Wire prefers to service/splice fiber during daylight hours. But we don't know what the cause was for the problems at these two locations. This information will be included in the future. Policy will be that Crocker will roll a truck at any hour if customer expresses a need for repair for health or safety reasons.

Storm last Friday: just drops were affected. There was some misinformation about where the problems were after the storm. Jim and Graeme initially were sent to the wrong address by Crocker to evaluate the outages. It's preferable to do the repairs in the daytime. Much debate about the notification process for outages; however, it still seems best to continue to use Crocker as the central point for notifying us concerning outages.

Steve: \$37K check from Tri-Wire penalty turned up which the Town might want to apply towards reducing the \$793K BAN(anticipatory note) which comes due this August. This note could be renewed for another year(the Town can renew this note on a yearly basis for the next 7 years) which would give the Town far greater flexibility in being able to pay off this debt/reduce principle) year by year. No such option comes with longer term municipal debt(5 or 10+ years), payments for which are fixed(non-callable) year after year for the duration of the loan. In addition, there was a debate whether we should create a maintenance reserve account in addition to the existing maintenance and repair account that already exists. Becky will check about logistics of setting up such an account – needs to be approved at Town Meeting or not?

The two State broadband support grants are coming in. We have received a check for the \$164K construction grant, but not the \$312K drop support grant which should show up within a month if all goes according to plan.

Calix offer: they won't cut us a check for the cost of the outage that occurred when their installer left a ground lug on top of one of their circuit boards. Decision was to take their offer for a spare circuit board, similar to the one that was damaged, at no cost to us to settle this issue.

Email list concerns – do we let the Town use our Crocker email list for Town news or information? Some local subscribers objected to the Town using the Crocker email list to send out the current Our Town newsletter. There is a Town Announce list as well as the one Crocker has. Not likely to need to continue to use, will drop issue for now.

WiredWest: ShutesburyNet will officially drop out of WiredWest after paying the overdue dues(\$1,000) for last year.

Town Hall will invoice us for power consumption before the end of this fiscal year. Same for Administrator costs(\$3,300) billable to the MLP. Billing will be once a year in May.

MLP Manager position discussion. It's turning out that this job is taking a lot more time than previously anticipated. It was hoped that dealing with all the calls and emails and inquiries would fall off significantly after the network build was completed. And so creating a paid position to handle all of this was proposed. Holyoke Gas and Electric is willing to do this work for \$37K a year. Any recommendation the MLP makes for this new position goes first to the Personnel Board and then to the Select Board. Gayle calculates this position should be valued at \$1,000 a month(\$12,000 a year). Majority of the work centers around responding to emails and oversight of execution of operations need. Hard to predict how many hours the MLP Manager will have to put in on a monthly or yearly basis. Gayle will track the time required for this over the rest of this year. At this point it looks like it requires roughly 25 hours a month. Job description needs to be written for the Personnel board to take a look at. Then they can forward it to the Select Board for their approval.

Set Next Meeting	
	Wednesday, June 17, 2020, 5:30pm