

Shutesbury Broadband Committee		
2_16_2022	5:00 PM EST	On Line Zoom Meeting
Facilitator	Gayle Huntress	
Minutes keeper	Jim Hemingway	
Committee Attendees	<input checked="" type="checkbox"/> Gayle Huntress <input checked="" type="checkbox"/> Jim Hemingway <input checked="" type="checkbox"/> Steve Schmidt <input checked="" type="checkbox"/> Craig Martin <input checked="" type="checkbox"/> Graeme Sephton	
Other		
Approved minutes February 10, 2022		

Hut Report: All is OK – just 25 help tickets, all pretty minor; 20 or so were internet related, with one drop problem in the mix. Steve asked about Paciorek and whether the annual maintenance on the backup generator has been done. Gayle will check with Paciorek to see if that is currently the case.

The temporary fiber jumper cable replacement in the hut will be done tomorrow night/early Friday morning at 1am, a repair that came as a result of the work Crocker did recently in the hut to test and check the MBI backup circuit.

Graeme suggests that pre-patching the splitter in FSA-04 in the splitter box at Lake Wyola is not all that necessary a thing to do.

The three vendors(SHELD, Crocker and WG&E) have been notified of our decision to go with SHELD as our new ISP as of July 1<sup>st</sup>, 2022. Gayle will obtain a copy of the Leverett IGA(Intergovernmental Agreement) with SHELD and use it to modify or edit our version of the IGA that we and SHELD will be signing in the near future.

And so our earlier ring backup protection plan with Wendell and New Salem will not be developed or taken any further, and we will let these two towns know of our decision. Given that the engineering study to create that ring protection was never completed, Gayle feels we shouldn't have to pay for the engineering work that has been done on it to date should we receive a bill for such a study. But we will continue to provide support to these two towns with any IRUs that come up in the future concerning ring protection, given that we currently have sufficient dark fiber at those places where our fiber meets and could connect with their networks.

Gayle will meet with SHELD to work on the transition plan in the near future. There will be a multi-step publicity campaign with the Town and our subscribers about our decision and the transition process, the first of which will contain preliminary info about the upcoming change.

Budget discussion: Our current balance is \$90,223. Steve has been working on our FY23 budget which will be presented at our meeting with FinCom next Tuesday.

Revisions were made to last year's budget:

Maintenance unchanged.

Insurance went up by 10% to \$11,000.

Backhaul is based on SHELD's 3 year pricing schedule from Crown Castle.

The depreciation expense line was raised slightly to \$45,000.

There was a debate about whether we should continue to use the existing ONTs and not replace them when it comes time to upgrade/replace all the equipment in the hut some 7+ years from now. Nevertheless, our subscriber's routers will be replaced at that time, perhaps with the Calix U4 router. Can this be done without having to send a tech out to all our subscriber's homes to make the switch?

The biggest change in the FY2023 budget is to the Debt Service line. We have paid off all of our short term BAN debt and have only the 10 year note to pay off over the next 7 years. This change lowered the debt service line from \$235,000 to \$100,000.

We currently have \$73K in retained earnings.

Emergency Reserve: Gayle likes the addition of the \$60,000 to this line in addition to the \$73,000 that is already there, since the combined amount will keep our total emergency reserve at 10% of our original construction cost, a figure that she is comfortable with.

If we were to decrease our subscriber fees, a reduction of \$1 per month costs us approximately \$9,000 in revenue per year. And so Steve thinks that we could reduce our subscriber fees by at least \$10 a month in FY2023, given the reduction in the FY2023 debt service line.

Regardless, both our budget projections and any possible reduction in subscriber fees are based on/dependent upon our upcoming contract negotiations with SHELD, and so no final decisions can be made at this time until those negotiations are finalized and signed by all parties.

Meeting concluded at 6:35pm.