



## SHUTESBURY PUBLIC MEETING NOTICE

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

### Shutesbury Broadband Committee/MLP Board

## Meeting

**Monday, June 18, 2018**

**6:00 PM to 8:00 PM**

Shutesbury Town Hall

\*Late start due to tornado warnings. Started at 6:30 PM.

### AGENDA

#### **1. Take Attendance**

Eric Stocker  
Frank Citino  
Ayers Hall  
Gayle Huntress – Facilitator/minute keeper  
Craig Martin  
Graeme Sephton  
Steve Schmidt  
Kent Whitney  
John Walters - townspeople

#### **2. Approve minutes from 5/24. Approved**

#### **3. Conduit Eval Day Plan**

- a. July 7<sup>th</sup>. Asha has enough volunteers. Will handle town messaging and coordination. Will go over in detail at next meeting – July 2<sup>nd</sup>, 6-8 PM

#### **4. Project Overview – Project Lead Assigning**

Updates: Our RFP went out on June 4<sup>th</sup>. Our pole applications for all service poles went out June 6<sup>th</sup>. MBI (Dave Charbonneau) is challenging NGrid on poles. Saved Rowe over 100K. We won't see this since the state is paying for overage but they're using their resources to challenge. Won't hold up work. We already paid for it. They will just try and get it reimbursed retroactively.

Materials – no need to go to procurement. Can get all through IGA. Reviewed document. Craig/Graeme to write up semi-legalese description of what we want included in the Westfield materials contract (if you can't get it we can buy it, any item over 15% list price we can purchase elsewhere,

written in such a way that they can't use it to delay) After done, run by legal for approval.

New Lead Roles:

KENT: Budget and schedule tracker: In charge of keeping track of our overall budget and schedule, providing updates to team every 2 weeks, pushing people to get things done where needed

STEVE: Hut management and installation - in charge of all aspects of getting our hut installed. Had discussion about aspects of Hut to consider: HVAC, engineering, generator. Steve will get more information.

- 5. Policies** – Lots of policies that we can be working on now. Gayle to start a document for us to brainstorm then debate/discuss at next meeting.
- 6. Misc:** Need to get sample construction bid contract so we can start reviewing it now from WGE.
- 7. Summer Schedule** - will be a busy summer. We'll meet every 2 weeks on Monday starting this week.
- 8. Set next meeting date:** July 2<sup>nd</sup>, 6-8 PM
- 9. Adjourn:** 8:14 PM