

Shutesbury Broadband Committee-EXECUTIVE SESSION		
8.6202018	6:00 PM EST	Shutesbury Town Hall
Facilitator	Gayle Huntress	
Minute Keeper	Asha Strazzero-Wild	
Committee Attendees	<input checked="" type="checkbox"/> Gayle Huntress <input checked="" type="checkbox"/> Asha Strazzero-Wild <input checked="" type="checkbox"/> Craig Martin <input checked="" type="checkbox"/> Frank Cintino <input checked="" type="checkbox"/> Steve Schmidt <input type="checkbox"/> Ayers Hall <input checked="" type="checkbox"/> Graeme Sephton <input type="checkbox"/> Eric Stocker <input checked="" type="checkbox"/> Kent Whitney	
Guest Attendees	Jim Hemmenway, Community Member Chris Lynch, Matrix	
Approve Minutes from 8/6 and 8/10 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable		
Discussion Notes	<p>RFP Schedule</p> <ul style="list-style-type: none"> • Aug 25- Ayres, Jim, Graeme going to Interconnet meeting • Gayle went to bid Q&A- 5 bidders showed up to learn more information about the process. • After we give notice to proceed (all make-ready back), they have 21 days and 90 calendar days to finish the whole thing (+30 days). • John on vacation this week- No weekly check in • Gayle meeting with the governor on Thursday – given 3 min to talk about our work. Will highlight the make-ready work – 3x the cost and 2x the amount of time = huge barrier. • RFP for Operations was cancelled due to procedural issues; Becky reached out to everyone. Everyone will resubmit. It will only put us 10 days behind schedule. It should have gone out today and responses should come back the 25th of August. Everything due on the 5th of September. <p>Set dates for RFP Review Sessions</p> <ul style="list-style-type: none"> • Monday, Sept 10 and 17 from 6-9 PM • Ask Asha's mom to provide dinner <p>Project Manager Answers</p> <ul style="list-style-type: none"> • Feedback from other towns about imperfect designs from WG&E- they are OK if we want to go with someone else • Joe Parda, Rich Carnell or Tom Broderick are the three options – 5-8 hours, 8-12 hours- rough estimate is \$105K • Gayle to talk to HG&E about their estimate – Leverett had great things to say about Tim Haas • We'll need a point person from our team 7-5 workdays if they PM has questions <p>Drop Issues/ Conduit (Verizon/ National Grid) – make ready for service poles</p> <ul style="list-style-type: none"> • To create out installation policy, we need a couple more piece of information: <ul style="list-style-type: none"> ○ Info from bids- 2 weeks ○ Drop make-ready estimates- won't be here until October ○ Another month after to engage a drop installer/underground installer ○ Note: We are on the hook for all costs here ○ Idea: Work with Westfield on mini procurement bid- Mini installation (50), people bidding will need to understand that each customer will be separately billed. Homeowners told they will need to be paid. We will see if there is a rebate from bill cost after. Stats: 35 confirmed spare conduit, 39 Verizon, 137 unsure/direct/aerial out of 233. Gayle will reach out to get more information. 	

Hut Update: Steve

- Being built by United Concrete (UC) in CT
- Dave Smith – contact at United Concrete has left the company do now working with Patty Norton
- Price without HVAC- \$45,588, \$1300 installation by United Concrete + crane (no estimate yet)
- As long as we put order in by Sept 1 we are fine
- Once we say “go”, it will take 10-12 weeks
- Also will need to go through procurement process
- There is also site prep work- Will need to put conduit from pole to hut
- Generator: 20 kilowats – need to see what this can run

Next meeting:

- Asha- annual report
- Steve- Our Town report out

Action Items	Person Responsible	Deadline
<ul style="list-style-type: none">• Asha to ask mom to provide dinner for RFP review nights	Asha	
<ul style="list-style-type: none">• Gayle to talk to HG&E about their estimate – Tim Haas	Gayle	
<ul style="list-style-type: none">• Gayle to talk to HG&E about their estimate – Tim Haas	Gayle	
<ul style="list-style-type: none">• Gayle will get more information on mini procurement bid	Gayle	
<ul style="list-style-type: none">• Jim to ask about peak load for town hall and if we will have to get another generator	Jim	
<ul style="list-style-type: none">• Gayle to send out doodle for next meeting	Gayle	
<ul style="list-style-type: none">• Asha to have her mom provide dinner for RFP meetings	Asha	

MEETING WRAP UP

Set Next Meeting

Next meeting:
Monday, Sept 10 at 6 pm