

TOWN OF WILBRAHAM
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Wilbraham, Massachusetts 01095

Tom Newton
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**BROADBAND ADVISORY COMMITTEE
MEETING MINUTES**

Thursday, January 12, 2023, 6:00 pm - Remote Meeting

The meeting was called to order at 6:05 pm.

Members present are Tom Newton, John Boudreau, Biff Simpson, and Felix Zayas

Not Present: Mat Nelson

Also Present: Select Person Sue Bunnell, Jeff Christensen of EntryPoint Networks and Town Manager Nick Breault

I. New Business

Minutes of the 12/15/2022 meeting were approved as amended.

Entry Point Networks

- The Digital Access Plan Strategic Next Steps were reviewed.
 - A vote was held to approve having local ownership of the broadband infrastructure with voluntary participation by customers. John B made the motion, Biff S. seconded it, all members present voted in favor of the motion.
 - A discussion was held on whether the broadband infrastructure can be treated as a betterment as Wilbraham did for the sewer expansion.
 - Infrastructure will take the fiber to the curb with the customer paying for the connection. Connection cost will be determined by the take rate.
 - Legal options to be reviewed with Town Counsel.
 - Plan to be brought to the Town Meeting on 5/15/2023
- The Massachusetts Broadband Coalition of municipalities in the state will start meeting on 1/24/2023 with Tom N. representing the committee.

II. Old Business

Governmental Update

- Digital Equity Grant
 - Updated draft grant application was reviewed.
 - Nick B. is to review the grant application with other departments in Town Hall.

- Members are to review the draft application and forward any comments directly to Nick B. ASAP so the application can be approved at the 1/26/2023 Broadband Committee meeting.
- OPM RFP Process Update:
 - Draft RFP was reviewed.
 - Members are to review the draft RFP and forward any comments directly to Nick B. ASAP so the application can be approved at the 1/26/2023 Broadband Committee meeting.
 - Financial structure of the OPM was discussed. Should it be lump sum or Not To Exceed.
- Nick B to have Town Counsel attend the 1/26/2023 meeting to discuss legal issues.h
- The Committee Annual Report for the fiscal year 2022 was reviewed. John B made a motion to accept the report, Biff N seconded the motion, all present members voted to approve the report.
- An official document repository was reviewed and will be followed up on.

Marketing and Public Relation:

- Public / Media Outreach: the 5/15/2023 Town Meeting is the next opportunity.
- Swag / Promotional Items list was reviewed. Members are to review the list along with its links and respond to Tom N with comments and 5-6 priority items in advance of the 1/26/2023 meeting.
- Brochure draft was reviewed with a 2-sided rack card format selected. Tom N to prepare a sample for the next meeting.
- A special rack card will be prepared for the 5/15/2023 Town Meeting.
- Promotional kiosks were discussed.
- Logo / Branding Contest legal issues need to be reviewed. Nick B will have the Town Counsel attend the next committee meeting.

Website Update - WilbrahamFiber.com:

- John B's blog post draft was reviewed. Biff N made a motion to approve the draft, with John B seconding the motion, all present members voted to approve the blog post as amended.
- Future posts need to be developed.
- BOS Welcome Letter update in process.

Committee Site Page on wilbraham-ma.gov

- Tom reviewed access to the website for Broadband updates with Town IT. Tom N to review with Biff S who will update and maintain.

Other Business

- Project management software will be reviewed with OPM upon its selection.
- John B reviewed contact and conversations he had with State Rep Angelo Puppalo and his staff.

III. Citizen's Open Forum

- No citizens were present at this point in the meeting.

Dates for the next meeting will be virtual on 1/26/2022 at 6:00 PM
Having no further business, the meeting was adjourned by unanimous consent at 7:50 P.M.
Submitted: John Boudreau – Committee. Member Date:1/15/2023